# 2010-2011 Catalog

## PALM BEACH STATE COLLEGE

PALM BEACH STATE COLLEGE

Your Pathway to Success

PALM BEACH STATE COLLEGE

# 2010–2011 CALENDAR

*Calendar dates subject to change. For updates, go to* ***www.palmbeachstate.edu*** *and click on Academic Calendar.*

| | Fall 2010 | | | | Spring 2011 | | | | Summer 2011 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | **FULL TERM** (16 Weeks) | **EXPRESS A** (1st 8 Weeks) | **12 WEEKS** | **EXPRESS B** (2nd 8 Weeks) | **FULL TERM** (16 Weeks) | **EXPRESS A** (1st 8 Weeks) | **12 WEEKS** | **EXPRESS B** (2nd 8 Weeks) | **FULL TERM** (12 Weeks) | **SUMMER A** (1st 6 Weeks) | **SUMMER B** (2nd 6 Weeks) |
| | Session 1 **Aug 23 – Dec 17** | Session 2 **Aug 23 – Oct 18** | Session 3 **Sep 20 – Dec 17** | Session 4 **Oct 19– Dec 17** | Session 1 **Jan 5 – May 6** | Session 2 **Jan 5 – Mar 2** | Session 3 **Feb 7 – May 6** | Session 4 **Mar 14 – May 6** | Session 1 **May 10 – Aug 3** | Session 2 **May 10 – Jun 21** | Session 3 **Jun 22 – Aug 3** |
| International Admissions Application Deadline *(F1 Visa)* | Jul 26, 2010 | | | | November 17, 2010 | | | | April 11, 2011 | | |
| **Registration Begins** | July 2010 For specific dates, go to **www.palmbeachstate.edu/AcademicCalendar.xml** *(Click on the desired Term Registration Calendar)* | | | | November 2010 | | | | April 2011 | | |
| **Classes Begin** | Aug 23 | Aug 23 | Sep 20 | Oct 19 | Jan 5 | Jan 5 | Feb 7 | Mar 14 | May 10 | May 10 | Jun 22 |
| Add/Drop | Aug 23-27 | Aug 23-24 | Sep 20-24 | Oct 19-20 | Jan 5-11 | Jan 5-6 | Feb 7-11 | Mar 14-15 | May 10-17 | May 10-11 | Jun 22-23 |
| **Last Day to Add or Drop** *(100% Refund for Dropped Classes)* | Aug 27 | Aug 24 | Sep 24 | Oct 20 | Jan 11 | Jan 6 | Feb 11 | Mar 15 | May 17 | May 11 | Jun 23 |
| **Last Day to Audit** | Aug 27 | Aug 24 | Sep 24 | Oct 20 | Jan 11 | Jan 6 | Feb 11 | Mar 15 | May 17 | May 11 | Jun 23 |
| Last Day to Make Up Incomplete (I) Grades from Previous Term | Sep 22 | | | | Feb 4 | | | | Sep 19 | | |
| Graduation Application Deadline | Sep 30 | | | | Feb 28 | | | | May 31 | | |
| **Last Day to Withdraw** *("W" grade assigned) – No refund* | Nov 4 | Sep 28 | Nov 16 | Nov 29 | Mar 28 | Feb 10 | Apr 7 | Apr 18 | Jul 5 | Jun 7 | Jul 20 |
| Check with Instructor for last meeting day of class and final exam schedule. | | | | | | | | | | | |
| Grades Available on **PantherWeb** | Dec 18 | Oct 19 | Dec 18 | Dec 18 | May 7 | Mar 3 | May 7 | May 7 | Aug 4 | Jun 22 | Aug 4 |
| Commencement<br>Certificate Programs<br>Degree Programs | Dec 20 (10:00 am)<br>Dec 20 (1:00 pm) | | | | May 9 (10:00 am)<br>May 9 (1:00 pm) | | | | | | |
| Student Holidays (No Classes held) | Sep 4-6<br>Oct 27<br>Nov 11<br>Nov 25-28<br>Dec 18-Jan 4 | Sep 4-6 | Oct 27<br>Nov 11<br>Nov 25-28<br>Dec 18-Jan 4 | Oct 27<br>Nov 11<br>Nov 25-28<br>Dec 18-Jan 4 | Jan 15-17<br>Mar 7-13<br>Mar 24<br>Apr 22-24 | Jan 15-17 | Mar 7-13<br>Mar 24<br>Apr 22-24 | Mar 24<br>Apr 22-24 | May 28-30<br>Jul 4 | May 28-30 | Jul 4 |

Courses with session dates other than those listed above will have different add/drop and withdrawal/audit deadlines. Please check with the Registrar's Office for specific dates.

VOLUME 72-1

# 2010-2011 Catalog

## PALM BEACH STATE COLLEGE

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# About the Catalog

The Palm Beach State College Catalog is an information and reference guide on College policies, facilities, degree and certificate programs, course offerings, services and personnel. Since the statements contained in the catalog are for informational purposes only, it should not be considered the basis of a contract between the institution and the student.

Generally, the provisions outlined in the catalog are applicable as stated, but the College reserves the right to initiate changes including but not limited to academic requirements for graduation without direct notification to individuals. Any statement in this catalog is subject to change by the College. Though the catalog is produced as a reference guide, each student is responsible for keeping apprised of current requirements for graduation for a particular degree program.

Catalog addenda may be published online each year depending on the number of changes incurred since the catalog was printed. Availability of a catalog addendum (if published) would be on the College's Web site only. Many policy changes are listed on the Student Updates Web page, located at **www.palmbeachstate.edu/StudentUpdates.xml.**

# Disability Support

Palm Beach State College does not discriminate on the basis of disability in the admission or access to, or treatment of employment in, its programs or activities. The following persons, whose offices are at the Lake Worth campus, have been designated to coordinate compliance with the non-discrimination requirements of the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973:

**Disability Support Services/Access**
Susan Lang (561) 868-3375

**Employment Access**
Juanita Benjamin (561) 868-3111

**Facilities Access**
John Wasukanis (561) 868-3615

This publication can be made available in alternate formats to persons with disabilities. Please make requests well in advance of need to:

Susan Lang
Palm Beach State College
Disability Support Services, MS #55
4200 Congress Ave.
Lake Worth, FL 33461-4796
Telephone: (561) 868-3375 (V/TTY)

# Equal Access

Palm Beach State College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status or sexual orientation. For more information, see the Non-Discriminatory Policy in the Admissions section of this catalog.

# Religious Observances Policy

The College shall make reasonable accommodation in admissions, class attendance, scheduling of examinations and work assignments in regard to religious observances, practices and beliefs of individual students, as required by Florida statute. Students are required to make arrangements in writing with instructors and other appropriate College personnel at least one week prior to an anticipated religious observance. A student who is denied accommodations may appeal in writing to the supervisor of the faculty or staff member who denied the request within 10 class days from the time of the denial. If the student is not satisfied with the determination at this level, an appeal may be made to the next level of academic management. To expedite the process, the maximum time period between all appeals and responses will be 10 class days.

The student may appeal to the dean of student services for a committee hearing if the student is not satisfied with the results of the preceding steps. The committee, to be appointed by the vice president of student services, will hear the facts and provide a recommendation to the vice president of student services, whose decision on the matter shall be final.

# Sex Crimes Prevention Act

The Federal Campus Sex Crimes Prevention Act requires registered sex offenders/predators to provide to the Florida Department of Law Enforcement notice of each institution of higher education in the state at which the offender/predator is employed, carries on a vocation, or is a student. Anyone wishing to obtain further information regarding sexual offenders/predators in the area may refer to the FDLE Web site at: **www.fdle.state.fl.us** or call 1(888) FL-PREDATOR or 1(888) 357-7332.

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# History

Establishing Florida's first public two-year college in the depths of the Great Depression may have seemed like folly in 1933. Large government expenditures were out of the question. Still, civic organizations and local citizens lobbied the County Board of Public Instruction to open a two-year public college for the area's high school graduates who were unable to find employment and couldn't afford to leave home to attend a university.

County School Superintendent Joe Youngblood and Howell Watkins, principal of Palm Beach High School, consulted with the University of Florida and the Florida State Women's College (Florida State University) and based the College's curriculum on that of the two universities. Because of the Depression-era budget, teachers at Palm Beach High School volunteered to teach at the College for free.

A total of 41 students began classes on Nov. 14, 1933, at the new Palm Beach Junior College adjacent to the high school in downtown West Palm Beach. Youngblood and Watkins (the first dean of the College) founded and nurtured the fledgling institution until John I. Leonard became its first president in 1936. Leonard was affectionately known as "Mr. Junior College" because of his dedication to the students, the College and the two-year college system.

By 1948, the College had outgrown its original building and moved to Morrison Field, a retired Air Force base used in World War II, where the library was housed in a vast airplane hangar and the Officer's Club became the perfect Student Union Building. Just three years later, though, the Korean Conflict erupted, and Morrison Field was reactivated. The air base later became Palm Beach International Airport.

So in 1951 Palm Beach Junior College moved yet again, to Lake Park Town Hall, where the quarters were so cramped students had to be turned away, and enrollment dropped significantly to less than 200. Chemistry class was held in the jail. The local media dubbed it "the little orphan college," but the Lake Park location is remembered fondly by its alumni for the camaraderie that existed there. Master English and Speech Professor Watson B. Duncan taught classes in the nearby church and even in the hallway.

Almost five years later the Board of Public Instruction of Palm Beach County donated 114 acres in Lake Worth to the College, and the state gave PBJC $1 million for buildings. The College finally had a permanent home. Harold C. Manor, Ph.D., became president in 1958 directing extraordinary growth in enrollment, services and offerings, including many technical and vocational programs.

In 1965, the state legislature ordered that black and white two-year colleges be merged, and the mostly white Palm Beach Junior College and the all-black Roosevelt Junior College became one. Six professors and staff members from Roosevelt were transferred to PBJC, and other faculty members were transferred to the school district.

In the 1970s and 80s the College established satellite centers, then permanent locations in Belle Glade, Palm Beach Gardens and Boca Raton. Edward M. Eissey, Ph.D., president from 1978 to 1996, was the driving force behind the building boom and the name change to Palm Beach Community College in 1988.

Current president Dennis P. Gallon, Ph.D., has expanded the College's comprehensive mission with more workforce programs and partnerships with business, industry, educational institutions and various agencies. In 2008, the College received State Board of Education approval to offer its first baccalaureate degree, a Bachelor of Applied Science in Supervision and Management. Upper-level courses in this degree program began in 2009, and the College was renamed Palm Beach State College in 2010 to reflect its expanded educational offerings.

# Mission

Palm Beach State College, founded in 1933 as Florida's first public community college, is a diverse, comprehensive institution dedicated to serving the educational needs of Palm Beach County. Integrally linked to the community through strong partnerships, the College provides associate and baccalaureate degrees, professional certificates, workforce development and lifelong learning.

Palm Beach State College's mission is to create and sustain a dynamic teaching and learning environment that provides a high-quality, accessible, affordable education, preparing students to contribute and compete ethically and successfully in a diverse global community.

# Vision

We envision a College of diverse, active learners engaged in intellectual, social and personal growth that enriches and transforms our community.

# Beliefs

We believe...

- Student success is our first priority, and all students can succeed.
- Ethical standards are integral to the educational experience.
- Faculty and instructors should use instructional methods and technology that meet the diverse learning styles of students.
- The College curriculum and its operations should demonstrate a commitment to ecological sustainability.
- The College must anticipate and respond to evolving community needs by reaching out to all potential partners and establishing programs and courses that will meet those needs.
- Quality education is a worthwhile investment.
- An educated workforce has a positive impact on our community and economic health.
- Faculty/staff development is integral to quality education.
- A safe, secure and supportive College climate is essential.
- Diversity reflects society and enhances the educational process.
- Equity and equality of opportunity are essential.
- Lifelong learning enhances the quality of life.
- Collaboration enhances the quality of decision-making.

# Accreditation

Palm Beach State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Palm Beach State College. The Commission should be contacted only if there is evidence that appears to support an institution's non-compliance with an accreditation requirement or standard.

Accreditation also has been granted by professional organizations for certain specific programs. This is noted in this catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

# Memberships

The College is an active member of the American Association of Community Colleges and the Florida Association of Community Colleges, as well as other professional organizations.

# Foundation

The Palm Beach State College Foundation was established in 1973 to encourage, solicit, receive and administer gifts and bequests of property for scientific, educational, developmental and charitable purposes, all for the advancement of Palm Beach State College and its objectives. Monies raised by the Foundation allow the College to offer a wider range of scholarships for students, incorporate state-of-the-art technology systems and programs into the curriculum, add new courses to keep career training programs consistent with the local business community and fulfill the College's mission.

# Locations

Courses are offered at College locations in Belle Glade, Boca Raton, Lake Worth and Palm Beach Gardens. Each location offers general education courses; however, certain programs may not be available at all locations. Classes also are offered through satellite centers at Royal Palm Beach, Wellington, West Boca Raton and the Count and Countess de Hoernle Historic Building in West Palm Beach. Detailed maps for each College location are at the back of this catalog.

## BELLE GLADE

Serving residents of the western communities of Palm Beach County, the Belle Glade location opened in 1972. The permanent facility was built in 1977 and occupied in January 1978. Guided since 1999 by a consortium of educational, community and civic leaders called the Glades Initiative Partnership Council, the College has expanded general education, occupational training, student services and community outreach to meet the diverse educational needs of the area.

The Belle Glade location offers comprehensive courses for college transfer to four-year institutions as well as career, technical and continuing education courses. The 470-seat Dolly Hand Cultural Arts Center at Belle Glade was completed in 1982, and the lobby was expanded in 1996. The theater offers a variety of cultural and entertainment performances and is available for rental by individuals and organizations. The Belle Glade location offers an Associate in Science degree in sugar technology, the only program of its kind in North America. This and other high-skills career programs are housed at the newly constructed Technical Education Center completed in 2010.

## BOCA RATON

Since 1971, Palm Beach State College has been serving the greater south Palm Beach County area from its campus in Boca Raton, conveniently located adjacent to Florida Atlantic University. Many students take advantage of the unique partnership between the two institutions to earn a baccalaureate degree at one location. In addition, all Palm Beach State students enjoy full-use privileges at the FAU library.

The Boca Raton campus provides students with state-of-the-art classrooms and laboratory facilities. It offers classes for those seeking a college degree as well as those interested in job training, upgrading of skills and personal enrichment workshops. Well known for addressing the learning needs of the entire local community, the campus also offers Summer Youth College for ages 8-14, the Small Business Development Center for entrepreneurs and Learning Unlimited, a personal enrichment program for adults of all ages.

## LAKE WORTH

Lake Worth is the College's largest and longest-established campus. Bordered by Lake Osborne and John Prince Park, this 114-acre campus offers numerous programs for those planning to transfer to universities or enter or advance in the workforce. Palm Beach State's intercollegiate athletic teams play and practice at this campus, which also offers a child care center, fitness center and wellness programs for students and employees.

The spacious Watson B. Duncan III Theatre serves as the campus' performing arts instructional facility and hosts a variety of cultural and entertainment events for the public. The Natural Science Building completed in 2008 provides state-of-the-art classrooms and laboratories for chemistry, biology, microbiology, anatomy, physiology, physical sciences, earth sciences, geology, physics and astronomy.

## PALM BEACH GARDENS

The Palm Beach Gardens campus opened in 1982 as a permanent, full-time facility offering associate in arts and associate in science degrees and certificate programs. Today, the campus offers credit and noncredit courses, programs and workshops to approximately 12,000 students each year. The Bioscience Technology Complex opened in 2008 houses an expanded science curriculum and a biotechnology degree program. The campus also features modern multimedia classrooms and laboratories, a horticultural nursery, community athletic fields, an art gallery and the 250-seat Alfred W. Meldon Lecture Hall.

The 750-seat Eissey Campus Theatre is a cultural hub for northern Palm Beach County, presenting community educational programs as well as family entertainment through its popular "Arts in the Gardens" guest artist series. The Center for Early Learning is a state-of-the-art child care center serving children of students and employees as well as families from the community.

# Admission Criteria

Students seeking admission to take courses, other than continuing education noncredit courses, must have one of the following:

- Standard high school diploma from a regionally accredited high school.*
- Florida Home Education graduation, in accordance with sections 1003.43 and 1003.26, Florida Statutes. Contact the Admissions Office for necessary documentation.
- Florida "Special Option" Graduation (W8A): Florida public high school students who have met all standard high school diploma requirements except the Florida Comprehensive Assessment Test (FCAT) also will be granted admission; however, they are not eligible to apply for Limited Access programs (that require high school graduation), to be eligible athletes, or to receive financial aid (unless Ability to Benefit testing is complete).
- A state-issued General Education Development (GED) diploma. Students with GEDs are afforded the same rights and privileges as students with standard high school diplomas.
- Approval for Early Admission/High School Dual Enrollment.
- Demonstrated competency in college credit postsecondary coursework, in accordance with section 1007.263, Florida Statutes. The College defines this competency as any student who is applying for a non-Limited Access program who has received an associate's degree (A.A., A.S., A.A.S.) or higher from a regionally accredited institution of higher education.*
- A high school transcript from non-regionally accredited institutions or the Distance Education and Training Council (DETC) also will be accepted for admission; however, students are not eligible to apply for Limited Access programs (that require high school graduation), to be eligible athletes, or to receive financial aid (unless Ability to Benefit testing is complete).*

High school students are eligible to take Corporate and Continuing Education (CCE) noncredit courses. They are responsible for all fees for the course(s). CCE courses are not eligible for dual enrollment and earn no high school credit. Some courses may have age restrictions because of accreditation or other requirements.

International student admission information is provided under "Admissions Procedures" in this catalog section.

Some Post Secondary Adult Vocational (PSAV) programs and noncredit courses may not require high school graduation; however, students may not be enrolled in a high school program. Refer to the Areas of Study section in this catalog.

In accordance with Florida statutes, no student will be admitted to Palm Beach State College for a period of two years following expulsion from a college or university for unlawful possession, sale or use of narcotic drugs or for campus disruption.

**A student or institution may appeal the policy. However, the College registrar has the right not to accept all or any part of the previously earned credit or diploma.*

# Admission Policies

### BACHELOR OF APPLIED SCIENCE IN SUPERVISION AND MANAGEMENT

The Bachelor of Applied Science (B.A.S.) degree program in Supervision and Management is designed to provide a career ladder for those who have already completed an associate degree and who wish to continue their education at the bachelor's level. An applicant for admission to the Bachelor of Applied Science in Supervision & Management degree program may be admitted with the following:

1. Completion of Palm Beach State College admissions application.
2. Completion of ONE of the following:
   - An Associate of Science (A.S.) or an Associate of Applied Science (A.A.S.) degree (with a minimum of 60 semester hours) in a professional/technical field.
   - An Associate in Arts (A.A.) degree with a minimum of 60 semester hours.
   - Completion of at least 60 semester hours. Such students may only be admitted with permission of the Dean of Baccalaureate Studies.
3. Completion of 36 semester hours of transferable general education credit hours, satisfying Palm Beach State College's general education requirements (or indication on the transcript that the student has completed general education requirements at another Florida college or university).

Completion of CLAS requirements. If, at the time of admission, the student has not completed CLAS requirements, the student will need to meet this criterion by the completion of 36 upper division credit hours at the college, or enrollment in future credits may be restricted.

### Application of Transfer Credits to Baccalaureate Degree Programs

Lower division college credits in technical areas not generally applicable at the baccalaureate degree level will be reviewed according to any or all of the following factors prior to their acceptance as satisfying degree requirements.

- Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.
- Qualifications of the faculty member(s) providing the instruction
- Age of credits
- Recommendations through other established credit assessment bodies (e.g., ACE)
- Institutional accreditation via other professional assessment/accrediting bodies (e.g., AMA, NLN, state agency)
- Secondary documentation of course competencies (e.g., professional certification, standardized exam scores, etc.)

Where questions of applicability remain following such review, the credits may still be used to meet lower division degree requirements subject to one or more of the following conditions:

- Successful completion of related higher-level courses in the student's program of study;
- Successful completion of subsequent courses in the subject/course sequence;
- Successful completion of complementary lower division coursework in the subject or related area;
- Demonstration of specific lab/clinical skills or other applied competencies;
- Completion of additional supplemental independent/directed study in the subject area which augments the skills/content of the technical course;
- Presentation of a portfolio of work substantiating the breadth, depth and rigor of the course content to include both theory and applied competencies;
- Analysis of clusters of course credits where a combination of technical courses may represent baccalaureate level competencies when viewed as a package (e.g. eight credits in technical coursework may correspond to a three credit traditional transfer course in a given subject area);
- Verification of faculty credentials at the transferring institution.

### Second Baccalaureate Degree

In recognition that students seeking a second baccalaureate degree have completed a rigorous program of study at a regionally accredited or comparable international institution, some admission and graduation requirements will be satisfied by virtue of the previous degree. These include CLAS, Gordon Rule and General Education. However, this would not preclude prerequisites for the major that happen to be general education courses. Students should contact the Baccalaureate Studies office for more information. Second baccalaureate students may only be admitted with permission of the dean.

### Foreign Language Requirement

University or college admission to baccalaureate programs in the State of Florida requires that students demonstrate foreign language competencies. The Florida Department of Education has identified the competencies as successful completion of two credits of high school foreign language instruction, eight to ten credits in one foreign language at the college level or passing scores on the College Level Examination Program (CLEP). For native speakers of another language who can demonstrate proficiency by evidence of a secondary high school transcript may petition for a waiver. Students should contact the Baccalaureate Studies office for more information.

## COLLECTION OF STUDENT SOCIAL SECURITY NUMBERS

Federal legislation relating to the Hope Tax Credit (Federal Registrar, June 16, 2000) requires that all postsecondary institutions report student Social Security numbers (SSNs) to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for institutions to collect the SSN of every student. A student may refuse to disclose his or her SSN to the college, but the IRS is then authorized to fine the student $50. Refusal to disclose the SSN also may affect a student's ability to receive financial aid and transfer coursework. Palm Beach State College protects students' personal information. More information regarding the security of student records is listed in the Academic Policies section of this catalog.

## CONDITIONS FOR ADMISSION

At the point of application, students applying to take credit or vocational courses will receive an acceptance communication with information that outlines any outstanding requirements needed to complete the admissions process. All degree-seeking students and certain certificate-seeking students are required to have tran-

scripts sent to the College within one term or they may not register for subsequent terms. Students may view transcript-received information on PantherWeb **www.palmbeachstate.edu/PantherWeb.xml** under "Records."

All international student transcripts and commercial evaluations, if applicable, must be received before a first term of enrollment will be permitted. Transcripts are required prior to enrollment for financial aid recipients. Some programs have additional admissions requirements. Refer to the Areas of Study section in this catalog; also check the high school dual enrollment and early admission information and the international students information, both of which are presented in this Admissions section.

## HIGH SCHOOL DUAL ENROLLMENT AND EARLY ADMISSION

Dual enrollment and early admission are opportunities for students presently attending an accredited Palm Beach County public or private high school or a home school education program to enroll tuition-free in courses offered by Palm Beach State College while concurrently enrolled in high school. Students taking early admission and dual enrollment courses are subject to the rules and regulations of the College, as stated in this catalog and the student handbook.

At an institution of higher education, students are exposed to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.

Early admission and dual enrollment students who receive a grade below a "C" may have difficulty in meeting future admissions, financial aid and scholarship requirements at colleges and universities after high school graduation.

For advisement session dates, registration deadlines or other updated information pertaining to early admission or dual enrollment, visit **www.palmbeachstate.edu/DualEnroll.xml**.

To participate in early admission or dual enrollment, students are responsible for:

- Transportation to and from the College
- Obtaining a Palm Beach State College parking decal
- Purchasing uniforms, kits, equipment, consumables and/or tools that are kept in the student's possession (if applicable in a PSAV program)
- Freedom from any outstanding obligations to the high school prior to registering.

Students attending Florida nonpublic high schools also may attend, pending additional appropriate documentation submitted to the College Registrar's Office.

### Early Admission from High School

High school seniors meeting all minimum requirements for high school college credit dual enrollment and who have passing placement test scores in all areas may, upon written recommendation of their high school principal, enroll full time at Palm Beach State College. Early Admission students must take at least 12 college credits for a maximum of two semesters (fall and spring terms only). Interested students should contact their high school principal.

Tuition-free credits earned during the early admission period must be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized. Continued participation in the early admission program requires students to earn a grade point average (GPA) of 2.0 or higher in all college-level courses. Grades earned will become part of students' permanent high school and college transcripts.

### High School Dual Enrollment

Students who participate in the dual enrollment program receive college credits that may be used toward a degree program. Credits earned must be applied toward high school graduation. Grades earned will become part of students' permanent high school and college transcripts. Dual enrolled students are essentially high school students, and it is the responsibility of the student and high school to ensure that requirements for graduation from high school are met.

#### Minimum Requirements

All qualifications must be completed prior to the deadlines established by the high school and Palm Beach State College. To be eligible for participation in the dual enrollment program, any Palm Beach County student must:

- Submit a printed version of the College's Application for Admission either by mail or in person.
- Be approved by the high school principal/designee.
- Have parental permission.
- Satisfy all course prerequisites.
- Provide scores for the ACT-E, SAT1, or FCELPT. All students are required to provide passing scores based on course selection. Interested students should contact their high school principal or guidance counselor.
- Obtain a Dual Enrollment Permission and Registration Form from the high school principal or his/her designee. Home education students may obtain the form from the Palm Beach State College dual enrollment coordinator upon receipt of a Home Education Dual Enrollment Legal Compliance and Eligibility Form.

A new Dual Enrollment Permission Form must be submitted for each term enrolled. The following courses are

NOT permitted:

- College preparatory courses
- Physical education activity courses
- Courses less than three credits (unless the course is a corequisite or in PSAV dual enrollment)
- ATF or CDO prefix courses
- Limited Access program courses.

**College Credit Dual Enrollment**
Students taking college credit course dual enrollment may take up to eight college credits per fall, spring, or summer semester. Graduating seniors are not eligible for summer dual enrollment following their senior year.

In addition to the minimum qualifications, students also must:

- Achieve a weighted or unweighted grade point average (GPA) or honors point average (HPA) of 3.0* or higher. Note: High school seniors with a GPA/HPA of 2.5 or higher are eligible to take Strategies for College Success, SLS 1501.
- Maintain a 3.0 weighted or unweighted high school GPA and earn a grade of C or higher in their college-level courses to continue participation.

**Dual enrollment students may be admitted to College Honors courses or Honors contracts. Dual enrollment honor students are not eligible for priority (early) registration. Interested students should apply at* ***www.palmbeachstate.edu/Honors.xml****.*

**PSAV Dual Enrollment**
In addition to the minimum requirements, students also must:

- Have a minimum 2.0 unweighted (GPA).
- Be the appropriate age (if applicable for the program).
- Take the Test of Adult Basic Education (TABE) Level D within the first six weeks of enrollment.*
- Enroll in an approved program.
- Meet all program prerequisite requirements.

Courses within a program are sequential and are not available to students who have not been accepted into the program. Students participating in PSAV dual enrollment must successfully complete each PSAV course in the program sequence to continue participation.

**Students must meet the TABE minimum basic skill level by the conclusion of a program to receive a PSAV Certificate.*

## INSURANCE

The College assumes no responsibility for accidents occurs or expenses incurred from accidents; therefore, students are encouraged to secure adequate insurance to cover any medical expenses they might incur. Students participating in College activities or enrolled in certain programs may also be required to secure insurance.

Insurance is mandatory for all students on an F-1 visa. Contact the International Student Office for more information.

## NON-DISCRIMINATORY POLICY

Palm Beach State College does not discriminate on the basis of race, color, creed, ethnicity, national origin, gender, age, sexual orientation, marital or disability status in any of its educational programs or other programs and practices. Limited Access programs select students using a blind applicant pool and consider only the criteria outlined in each program's additional application information.

However, the College reserves the right to deny admission to applicants who fail to meet established academic and behavioral standards. Decision on admission rests with the Registrar's Office. Applicants who are initially denied admission may appeal to the Admissions Appeals Committee, chaired by the vice president of student services and enrollment management.

If an applicant believes that he or she has been subject to discrimination during the application process, the applicant should submit concerns to:

**College Registrar**
Palm Beach State College
4200 Congress Avenue, MS #13
Lake Worth, FL 33461

Letters should include the applicant's name, student ID or Social Security number, address, phone numbers, and information relating to the complaint. The College registrar will investigate the stated claim and provide a response in writing.

The College prohibits retaliation against any applicant who utilizes this complaint procedure regarding application processes. The applicant will be considered for any future programs for which he or she applies and is qualified.

## POLICY FOR COMMUNICATION WITH STUDENTS

The College assigns all students a College e-mail address when processing their applications. College faculty and staff will send official communications to students through the following methods, including but not limited to:

- The official Student Updates Web page, located at **www.palmbeachstate.edu/StudentUpdates.xml**.
- College-assigned e-mail. Students must check their College-assigned e-mail address frequently in order to ensure they obtain critical information and assignments.
- Certified mail, return receipt requested

*Note: Computers for student use are located in the College libraries, Student Learning Centers and other campus locations.*

### RELEASE OF TRANSCRIPTS

Upon admission, students authorize the College to release Palm Beach State College transcripts to governmental, educational and licensing agencies as appropriate. Transcript requests must be made either in writing or through PantherWeb, **www.palmbeachstate.edu/PantherWeb.xml**. Neither fax nor telephone requests will be honored. For additional information regarding the release of student records, refer to the Academic Policies section of this catalog.

Students may view their transcripts from other institutions but may only obtain an unofficial copy of the record. It is recommended that the student request a copy from the institution from which the transcript originated.

# Admission Procedures

### FIRST-TIME-IN-COLLEGE STUDENTS OR TRANSFER STUDENTS

#### 1. Application

Submit an application online at **www.palmbeachstate.edu/AdmissionsApplications.xml** (click on "FACTS" logo) or print and fully complete the paper application form and forward it to any campus Admissions Office. Incomplete applications will be returned. Students falsifying applications or records are subject to immediate dismissal without refund.

#### 2. Application Fee

The application fee is $20 for U.S. citizens. For international students, the fee is $30 U.S. currency (F-1/M-1 students only). The application fee is nonrefundable.

#### 3. Transcripts

Transcripts are official records of coursework taken at educational institutions. All credit degree-seeking students and certificate-seeking students whose program requires high school completion must submit transcripts within one term or they may not register for subsequent terms. Transcripts should be received by the Registrar's Office prior to orientation and registration and must show graduation with a standard high school diploma or high school equivalency diploma. Applicants who have a General Education Development (GED) diploma must submit official transcripts from a state Department of Education. Transfer students must submit official high school and college transcripts from each institution attended and should have college transcripts sent prior to registration to ensure proper advisement. Transfer students are encouraged to read information under "Transfer Students" in this catalog section.

To be considered official, transcripts either may be sent directly to the College from the issuing institution or be hand-delivered in a sealed envelope sealed by the issuing institution. Faxed transcripts are not considered official.

Transcript request forms and information are available at **www.palmbeachstate.edu/Transcripts.xml**. Transcripts-received information can be viewed on PantherWeb **www.palmbeachstate.edu/PantherWeb.xml**. All transcripts and documents received become property of the College and will not be copied or transmitted to third parties, except in accordance with state or federal law.

Students with out-of-country high school credentials must provide proof of high school completion (based on the College's evaluation). Original records are not required. All transcripts from postsecondary institutions outside the United States must have a course-by-course commercial evaluation completed by an approved agency (listed online at www.naces.org/members.htm). The registrar must receive all international students' (on F1/M1 visa) transcripts and commercial evaluations before a first term of enrollment.

#### 4. Placement Tests

All degree-seeking students, college credit certificate-seeking students and non-degree-seeking students wishing to take Gordon Rule* writing and mathematics courses who have not successfully completed college-level math and English must furnish official test scores from the Florida College Entry Level Placement Test (FCELPT), ACT-E, or SAT1 before registration. (If ACT-E or SAT1 scores are too low, students must retest or take the FCELPT for placement.) Test scores are valid for two years from the date the test was taken. Students who have not yet taken one of the placement tests listed above should contact the Academic Advising department.

Students whose native language is not English and who did not graduate from a U.S. high school or transfer from a U.S. postsecondary institution also are required to prove college-level English proficiency. Contact the Academic Advising department at any campus for more information.

** Gordon Rule requirements are explained in the Academic Policies section. PSAV students may be required to meet minimum score requirements on the Test of Adult Basic Education (TABE). Refer to Areas of Study section in this catalog.*

#### 5. Orientation

Orientation is required of all first-time-in-college, degree-seeking students before registration for classes. Test scores must be on file before you will be allowed to register for an Orientation session. Visit **www.palmbeachstate.edu/orientation.xml** for New Student Orientation registration instructions.

#### 6. Acceptance of Students

Upon completion of all forms and assuming eligibility, the applicant will receive a letter of acceptance and information from the Admissions Office. Limited or selected admission programs require a second step in the admission process. Any student falsifying application records will be subject to immediate dismissal without refund.

## INTERNATIONAL STUDENTS

### Applicants to Degree Programs

Palm Beach State College is authorized under federal law to enroll non-immigrant alien students. The College welcomes students from other countries who meet the College's standard admissions requirements in addition to the criteria below. Application deadlines are listed online at **www.palmbeachstate.edu/International.xml**. For more information, please contact the Office of International Admissions and Recruitment at (561) 868-3029. International students who are unable to complete the required admission and registration procedures prior to the beginning of classes for the approved term of enrollment must wait for the next term to begin their studies at the College.

1. Start the admission process at the earliest possible date prior to the beginning of any College term. Three months lead-time is recommended to ensure enrollment as requested.
2. Submit required documents. The registrar must receive all transcripts and commercial evaluations before the international student's first term of enrollment will be permitted. Transcripts and commercial evaluations may be either sent directly to Palm Beach State College from the issuing institution or agency or be hand-delivered in a sealed envelope sealed by the issuing institution or agency.
   - Documents written in a foreign language may be required to be accompanied by certified English translations.
   - Satisfactory academic and conduct records from comparable secondary or higher-level educational institution attended must be submitted.
   - Records must show the equivalent of at least U. S. high school graduation as determined by the Registrar's Office.
   - University-level transcripts must be accompanied by a course-by-course commercial evaluation from an accredited company (listed online at **www.naces.org/members.htm**). Applicants transferring from postsecondary institutions must have a least a 2.0 GPA, be in lawful immigration status, and be in good standing (eligible to continue at or return to the institution).
3. Provide evidence of English proficiency if required. International students whose native language is not English must present evidence of proficiency in speaking, writing and understanding of the English language by submitting passing scores on one of the following tests:
   - TOEFL – A score of 450 or higher is required on the Test of English as a Foreign Language (TOEFL), or 133 or higher on the computerized TOEFL, or 45 or higher on the Internet-based test (TOEFLiBT). The TOEFL is administered by the Education Testing Service (ETS), Princeton, New Jersey 08451, USA (**www.toefl.org**). The applicant must make arrangements directly with ETS to take the examination and must request that results be sent to the Office of International Admissions and Recruitment at Palm Beach State College. (The College's TOEFL Code is 5531.)
   - Compass/ESL - A score of 69 is required on the Compass/ESL test, which the College administers through its Testing Centers. This test may be taken once every 30 days. After passing the Compass/ESL test, students should see an advisor.
4. Provide notarized affidavit of financial support. Applicants must show they have sufficient funds to cover tuition, fees, books, living expenses, transportation and incidental expenses while attending the College. Proof of the availability of funds (i.e., bank statements) to cover the expenses for the first year of enrollment is required. Funds must be available prior to the time international students register for each semester. No federal financial aid is available to international students, although limited funds are sometimes provided by local community organizations through the Financial Aid Office.
5. Provide proof of health and accident insurance. (Insurance can be arranged through the Office of International Admissions and Recruitment.)

### Acceptance of Applicants to Degree Programs

International applicants will be notified by the Office of International Admissions and Recruitment of their acceptance to the College and will then be provided with the Certificate of Eligibility (Form I-20). Documentary evidence of means of financial support must be attached to the Certificate of Eligibility (Form I-20) when applying for the student visa at the U.S. Embassy or Consular Office, or for the Change of Status with the U.S. Citizenship and Immigration Services (USCIS).

Upon acceptance, the student is responsible for complying with all immigration laws in order to maintain valid legal status.

The following conditions apply:

- International students must be classified as degree-seeking students and maintain full-time academic status (12 semester hours) in the fall and spring terms. In addition, students admitted in the summer must be enrolled full time during their initial term of enrollment.
- International students are expected to complete the two-year program in two years and must maintain eligibility to re-enroll at the College, as based on the Standards of Academic Progress.

- International students must keep a current passport that is valid for at least six months in the future.
- International students must have their travel documents reviewed by the international student advisor before leaving the USA.
- Employment is not permitted for F-1 visa students without meeting specific conditions and having permission from the United States Citizenship and Immigration Services (USCIS).

*Note: For specific information regarding international student requirements for admission to the Bachelor of Applied Science program, please see the Areas of Study section of this catalog.*

## NON-DEGREE STATUS

Students who have been admitted for credit course work may classify themselves as non-degree-seeking. (Credits will be granted for completed courses.) The non-degree status may be used only when it is not necessary for the student's previous academic records to be on file. Students may take up to 21 credit hours as a non-degree-seeking student, at which time students must be degree-seeking. Students with an A.A.S., A.S., A.A. or higher degree may request an exemption from the 21 credit hours requirement. The non-degree status shall not be used with degree-seeking, certificate-seeking students, students seeking any type of financial aid (Social Security, veteran benefits, federal grants, scholarships, etc.), or by international students on an F-1/M-1 visa. Non-degree-seeking students are not eligible for financial aid.

Non-degree-seeking students may be required to submit placement scores to register for certain courses. Please see the Course Listing section of this catalog, or speak with an academic advisor.

## READMITTED STUDENTS

A former Palm Beach State College student who wishes to enroll in classes after an absence of 12 months or more should:

- Complete a new application for admission online at **www.palmbeachstate.edu/AdmissionsApplications.xml** (click on "FACTS" logo) or print and fully complete the paper application form and forward it to any campus Admissions Office. Incomplete applications will be returned.
- Send for any additional transcripts (if seeking degree or if necessary to satisfy prerequisites) to update admission records. Previously outstanding transcripts must be received prior to registration. All new transcripts should be received before registration but must be received within one term or the student may not register for subsequent terms.
- Update placement tests (FCELPT, ACT-E or SAT1) if necessary. Test scores are only valid for two years from the date the test was taken.
- Read the "Catalog in Effect" information under the "Graduation" portion of the Academic Policies section of this catalog. (The student will complete requirements for graduation under the catalog in effect at the time of re-entry.)

*Note: Students who do not apply for readmission approximately two months before registration begins may not get priority registration consideration.*

## TRANSFER STUDENTS

A student is classified as a transfer student if he/she has previously registered at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned. In addition to the high school transcript, all courses received for transfer college credit must be received, evaluated, and approved by the Registrar's Office. All transcripts must be received within one term or no registration will be allowed for subsequent terms. It is important for students to have transcripts submitted as early as possible to allow evaluations to be completed before registration. Transcripts may be either sent directly to the College from the issuing institution or be hand-delivered in a sealed envelope sealed by the issuing institution. Faxed transcripts are not considered official.

Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency.* Courses from non-regionally accredited institutions that appear on the State Common Course Numbering System list are also transferred with no appeal required. Students with college credit from colleges outside the U.S. must have a course-by-course commercial evaluation from an accredited company (listed online at **www.naces.org/members.htm**). A student may appeal a course evaluation by submitting a completed Course Re-evaluation Appeal form (located at **www.palmbeachstate.edu/Admissions.xml**) to the associate college registrar.

Students may transfer credit from other institutions into the College; however, at least 25 percent of the program or certificate credit must be earned at Palm Beach State College (excluding CLEP or credit by exam or prior learning).

The amount of credit allowed for a quarter, semester or term would not exceed the amount the student earned at the original institution. (Quarter-hour credits will be converted to semester hours.)

All grades, including failing grades, from other colleges are considered in calculating the cumulative grade point average for student standards of academic progress and for meeting graduation requirements. However, only courses with grades of "D" or higher are considered for awarding transfer credit. Courses with a grade of D

cannot be used to satisfy General Education requirements. Plus (+) and minus (-) designations used with grades will be removed from all transfer courses.

**Correspondence Courses**

Correspondence course transfer credit may be accepted provided:

- The course was administered by a regionally accredited institution.* Courses from non-regionally accredited institutions that appear on the State Common Course Numbering System list are also transferred with no appeal required.
- The minimum grade D or higher was earned.
- The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.

**A student or institution may appeal the policy. However, the College registrar reviews the courses and has the right not to accept all or any part of the previously earned credit.*

## TRANSIENT STUDENTS

Students seeking degrees at other institutions may attend the College as "transient" students to take one or more courses. Transient students are non-degree-seeking at the College and are considered essentially students at their home institutions. A "Letter of Good Standing" or "Transient Letter" must accompany all transient applications for each term of transient study. Students attending a Florida public institution should use FACTS (www.FACTS.org) online transient form. Transient students, taking courses as listed on their transient form, will not be required to submit transcripts or meet Palm Beach State College testing or prerequisite course requirements. All corequisite course requirements apply, unless specifically waived by the home institution. Residency for tuition purposes will be granted based on the information on the transient form, barring any error from the home institution. The College's Standards of Academic Progress do not apply to transient students, although transient students are required to meet all of the College's Code of Conduct and disciplinary regulations while attending the College.

# Credit for Prior Learning

College credit may be awarded for prior learning opportunities and/or acceptable scores through Advanced Placement (AP), College Level Examination Program (CLEP), or International Baccalaureate (IB). Students may not receive credit by examination for courses in areas where they have received college credit for equal courses or more advanced work. Credits for prior learning may not be applied toward grade forgiveness. (Refer to the "Grade Forgiveness Policy" in the Academic Policies section of this catalog.

Students with official transcripts of prior learning credit earned outside a regionally accredited classroom, issued directly to the College from the program in question, may be awarded up to a maximum of 45 semester hours of credit (30 semester hours for IB). Students may be granted Palm Beach State College credit for prior learning experiences; however, at least 25 percent of the program or certificate credit must be earned at the College (excluding CLEP, credit by exam, or prior learning) to meet the residency requirement for graduation.

## ADVANCED PLACEMENT (AP)

The College follows the guidelines in Florida State Board Rule 6A-10.024(8) for awarding AP credits. AP credit granted by the College may be transferable to participating Florida institutions of higher education. It is the responsibility of the student to contact the institution to which he/she expects to transfer to determine the acceptability of this credit.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The CLEP is a computerized test offered by The College Board. Palm Beach State College follows the guidelines set by the Articulation Coordinating Committee (ACC) in Florida State Board Rule 6A-10.024(7) for awarding CLEP credits. Due to state statute revision, students admitted to the College for Fall 2002 and beyond, or currently enrolled students who send previously unevaluated CLEP scores after June 30, 2002, may receive General Education Gordon Rule credit. Previously received scores are not eligible for Gordon Rule course credit.

It is the responsibility of the student to contact the institution to which he/she expects to transfer to determine the acceptability of this credit. For more information on CLEP, go to **www.collegeboard.com/student/testing/clep/about.html** .

## DEPARTMENTAL AND SPECIAL COURSE CHALLENGE EXAMINATIONS

Students who have been admitted to the College may take, when available, special credit course "challenge" examinations. Any credit earned will be reported to the student and placed on his/her transcript. Institutional challenge exams may not be taken more than once. For a current listing of eligible courses and procedures for taking such examinations, go to **www.palmbeachstate.edu/Challenge.xml**.

## INTERNATIONAL BACCALAUREATE (IB)

The College follows the guidelines set by the Articulation Coordinating Committee (ACC) in Florida State Board Rule 6A-10.024(7) for awarding IB credits. A maximum of 30 college credits will be granted to a student who has received a diploma from the International Baccalaureate

program for higher-level and subsidiary-level subjects with scores of 4 or above. For students who have the IB Certificate only, college credit will be awarded for higher-level subjects with scores of 5 or above.

### PRIOR LEARNING CREDIT

The assessment for prior learning is designed to recognize the academic value of learning through work experience portfolios, challenge exams, specific high school or PSAV to credit articulation, and health or industry licensure certification. Some credits will be held in escrow until the student has completed at least 25 percent of his/her program credit hours at the College. For details on escrow, go to **www.palmbeachstate.edu/plaforms.xml** and click on the form you are interested in completing.

Not all courses are eligible for prior learning assessment. Courses awarded through prior learning assessment must be offered as a requirement or an elective in an A.A.S. or A.S. degree or vocational credit certificate program at the College. General education, A.A. and baccalaureate level courses are not awarded through the prior learning assessment process.

**Assessment**

Assessment of experiential learning involves one or more of the following:

- Written or performance tests
- Preparation of a portfolio describing learning and how it was acquired
- Evaluation of certificates and licenses
- Interviews

The program area is responsible for determining which courses are awarded for credit, the method of assessment and the amount of credit awarded.

The fees associated with experiential learning vary with the type of assessment. For complete information on the process, please see **www.palmbeachstate.edu/pla.xml**.

### MILITARY SERVICE CREDITS

The College follows the guidelines in Florida State Board Rule 6A-10.024(12) for awarding credit for Defense Activity of Non Traditional Educational Support (DANTES) exams. The College grants credit for the United States Armed Forces Institute (USAFI) and College Level Examination Program (CLEP). Credit is not granted for USAFI high school or college level GED tests. However, students may use the USAFI high school certification or GED for admission to the College. The College is a Service Opportunity College (SOC) member and uses the American Council on Education (ACE) guidelines in evaluating military learning experiences.

### CAREER PATHWAY

"Career Pathway" is a program that recognizes work successfully completed in high school and awards that achievement with college credit. The College has an agreement with the School District of Palm Beach County for awarding college credit for certain high school level courses. To receive credit in some courses, the student is required to complete a portfolio or a challenge examination. For complete details, please visit **www.palmbeachstate.edu/CareerPathways.xml**.

## Fees and Payment

### APPLICATION AND REGISTRATION FEES

A nonrefundable fee is charged for processing applications, and a one-time fee is charged each term for registration. Some limited access programs charge an additional application fee.

### CLASS TUITION AND FEES

The District Board of Trustees establishes tuition annually. In addition, special fees are associated with some classes. Tuition and fees are listed in the course schedule each term on line at **www.palmbeachstate.edu/TuitionFees.xml**. Non-Florida residents pay higher fees.

All fees are due at the time of registration and must be received by their payment due date, as indicated on the bottom of the student's printed schedule. A student may not attend classes until this has been completed. Students dropped for non-payment will not be reinstated into their classes, unless there is documented College error that resulted in the drop. No registration will be completed until all fees have been paid in full.

Students may pay:

- By Web at **www.palmbeachstate.edu/PantherWeb.xml**. Please note that the system may be down for periodic system maintenance. Students should not wait until the last minute to execute payment as volume or system maintenance may prevent completion of the process.
- By drop box located outside the Cashier's Office on each campus.
- By mail to the Cashier's Office.
- In person at any campus Cashier's Office during posted operating hours.

Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration: one for registration and one for the purchase of books and supplies. All fees are subject to change by action of the Florida Legislature and the District Board of Trustees.

All grades, including failing grades, from other colleges are considered in calculating the cumulative grade point average for student standards of academic progress and for meeting graduation requirements. However, only courses with grades of "D" or higher are considered for awarding transfer credit. Courses with a grade of D

cannot be used to satisfy General Education requirements. Plus (+) and minus (-) designations used with grades will be removed from all transfer courses.

### EXCESS HOURS ADVISORY

A new state provision affects tuition charges for some students who plan to eventually transfer to a state university for their bachelor's degree. Section 1009.286, Florida Statutes, and Board of Governors Regulation 7.003 establish an "excess hours" surcharge for credit hours beyond 120 percent of the hours required for a baccalaureate degree program at a state university. For example, if the program length is 120 credit hours, all credits attempted beyond 144 (which is 120 percent of 120) may be subject to the surcharge. The amount of the surcharge is equal to 50 percent of the tuition rate for each credit hour.

To avoid the surcharge, students should identify their intended transfer program early and enroll in courses that are required for their intended major. Course withdrawals and repeats, as well as enrollment in courses not essential to the intended transfer program, may contribute to a potential excess hours surcharge.

### RETURNED CHECKS

According to section 832.05, Florida Statutes,

- Worthless checks up to $150 constitute a misdemeanor in the first degree
- Worthless checks over $150 constitute a felony in the third degree

The College reserves the right to take necessary actions against those check writers, including assessing the maximum fees allowable by law.

For the College's returned check fees, please visit: **www.palmbeachstate.edu/StudentUpdates.xml**. Students who have presented two returned checks will no longer be allowed to pay by personal check. All fees are subject to change.

### SENIOR CITIZEN FEE WAIVER

After completing an Application for Admission, senior citizens 60 years of age or older may register each fall, spring, or summer term, for up to two courses per term (maximum 8 credits) and receive a 75 percent discount on the cost of tuition and fees (senior citizens pay the remaining 25 percent). Senior citizens will also be required to pay the one-time, non-refundable $20.00 application fee. Registration of classes is limited to "space availability and must occur only on the designated day for senior citizen registration. Go to **www.palmbeachstate.edu/AcademicCalendar.xml** and click on the appropriate term registration calendar for registration dates.

Senior citizens must enroll in courses as Audit students and the courses must be full-term credit courses. No academic credit shall be awarded in classes for which the fees are waived. Courses that are part of Limited Access programs or the Baccalaureate level (3000/4000) courses are not eligible for the senior citizens fee waiver. Any specified prerequisites and/or corequisites of courses must be satisfied.

Copies of the forms to complete for audit and the senior citizen waiver may be obtained from any campus Admissions Office at the time of registration.

### STATE EMPLOYEE FEE WAIVER

State employees wishing to use the state employee fee waiver must get the appropriate form from their employer. State employees may register for two academic classes or 180 contact vocational hours (which are part of a program) with tuition waived. Enrollment is only on a "space available" basis and any prerequisites and/or corequisites must be satisfied. Go to **www.palmbeachstate.edu/AcademicCalendar.xml** and click on the appropriate term registration calendar for registration dates.

State employees must pay the one time nonrefundable application fee, any per-class special fees (refer to the course schedule), the registration fee and any lab fees.

# Placement Testing

### REQUIREMENTS FOR CREDIT COURSES AND PROGRAMS

All degree-seeking students, and non-degree-seeking students wishing to take Gordon Rule writing and mathematics courses, who have not successfully completed college-level math and English must furnish official test scores from the Florida College Entry Level Placement Test (FCELPT), ACT-E, or SAT1 before registration. (If ACT-E or SAT1 scores do not meet the state-designated minimums, students must retest or take the FCELPT for placement.) The test must have been taken within the last two years. Students who have not yet taken one of the placement tests listed above should contact the Academic Advising department on the campus where they are registering **www.palmbeachstate.edu/Testing.xml**.

As shown on Table 2-1, higher scores place students into regular or advanced courses, while lower scores require students to be placed into college preparatory courses. Students placed into the college preparatory program will be allowed three attempts to complete each subject area. Students identified as English as a Second Language (ESL) students may be required to take English for Academic Purposes (EAP) courses. Contact the Academic Advising department at any campus for more information.

Advisors will use this information for placement of a student in mathematics, English, reading and Gordon Rule writing classes.

## PLACEMENT TEST SCORES

**Table 2-1**

**STUDENTS WHO TEST INTO ENGLISH OR READING PREP ARE REQUIRED TO ENROLL IN SLS 1501 (STRATEGIES FOR SUCCESS)**

| **ESL PREP COURSES** English as a Second Language | **FCELPT** Florida College Entry Level Placement Test |
|---|---|
| EAP 0420 - Intermediate Reading‡ | 0-54 (RC) |
| EAP 1520 - High-Intermediate Reading | 55-68 (RC) |
| EAP 1620 - Advanced Reading | 69-82 (RC) |
| EAP 0460 - Intermediate Grammar‡ | 0-54 (SS) |
| EAP 1584 - High-Intermediate English | 55-68 (SS) |
| EAP 1684 - Advanced English | 69-82 (SS) |

| **COLLEGE PREP COURSES** | **FCELPT** Florida College Entry Level Placement Test |
|---|---|
| REA 0001 - College Prep Reading I | 0-60 (RC) |
| REA 0002 - College Prep Reading II | 61-82 (RC) |
| ENC 0001 - College Prep English I | 0-60 (SS) |
| ENC 0010 - College Prep English II | 61-82 (SS) |
| MAT 0012 - Basic Algebra I | 0-44 (EA) |
| MAT 0020 - Basic Algebra II | 45-71 (EA) |

‡Students required to prove English proficiency may be placed into the EAP Foundation Program.

**NOTE:** EAP placement scores subject to revision. Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take ESOL preparatory courses.

| **COLLEGE LEVEL ENGLISH** | **ACT ENHANCED** Students below minimum score must retest or take FCELPT | **SAT I** Students below 440 must retest or take FCELPT | **FCELPT** Florida College Entry Level Placement Test |
|---|---|---|---|
| ENC 1101 - College Composition I | 17 & above (English)<br>18 & above (Reading) | 440 & above (Verbal) | 83 & above (both RC & SS) |

| **COLLEGE LEVEL MATH** | **ACT ENHANCED** | **SAT I** | **FCELPT** Florida College Entry Level Placement Test |
|---|---|---|---|
| MAT 1033 - Intermediate Algebra* | 19 & above (Math) or MAT 0020 | 440 & above (Math) or MAT 0020 | 72 & above (EA) or MAT 0020 |
| MAC 1105 - College Algebra**<br>or MGF 1106 - Liberal Arts Math<br>or MGF 1111 - Geometry<br>MGF 1112 - Math Logic<br>STA 1021 - Probability/Statistics<br>or MGF 1107 - Finite Math<br>or MTG 2203 - College Geometry<br>or STA 2023 - Statistics** | 20 & above (Math) or "C" or above in MAT 1033 | 450 or above (Math) or "C" or above in MAT 1033 | 72 & above (EA) and 44 & above (CLM) or "C" or above in MAT 1033 |
| MAC 1114 - Trigonometry**<br>or MAC 1140 - Precalculus** | 22 & above (Math) or "C" or above in MAC 1105 | 480 & above (Math) or "C" or above in MAC 1105 | 72 & above (EA) and 75 & above (CLM) or "C" or above in MAC 1105 |
| MAC 2233 - Survey of Calculus** | 23 & above (Math) or "C" or above in MAC 1105 or MAC 1140 (preferred) | 510 & above (Math) or "C" or above in MAC 1105 or MAC 1140 (preferred) | 72 & above (EA) and 75 & above (CLM) or "C" or above in MAC 1105 or MAC 1140 (preferred) |
| MAC 2311 - Calculus & Analytic Geometry I*** | 28 & above (Math) or "C" or above in MAC 1114 and MAC 1140 | 560 & above (Math) or "C" or above in MAC 1114 and MAC 1140 | 72 & above (EA) and 95 & above (CLM) or "C" or above in MAC 1114 and MAC 1140 |

* High School Algebra I
** High School Algebra I & II

*** Both MAC 1114 and MAC 1140 are prerequisites for MAC 2311-Calculus and Analytic Geometry I. Successful completion of High School Trigonometry is acceptable in lieu of MAC 1114.

**ALL STUDENTS WHO TEST INTO COLLEGE PREPARATORY COURSES ARE STRONGLY ENCOURAGED TO READ THE COLLEGE PREPARATORY COURSE REQUIREMENT SECTION LISTED IN THE COLLEGE READINESS SECTION OF THIS CATALOG.**

- Test scores expire two years from the date of the test. Students whose test scores expire and who have not initiated the related English, math, or reading courses are required to retest in that area.
- Students required to take the FCELPT (a computerized test) must bear the cost of the test.
- The Florida Commissioner of Education and the State Board of Education determine the entry-level test cutoff scores. In addition to the cutoff scores for college prep, scores for advising into other courses have been identified.
- Cutoff scores for placement in mathematics, English and reading courses shall be those given in Table 2-1. Students may register for a course lower than indicated by test scores but not in a higher one.
- Students who test into the college preparatory program must begin taking college preparatory courses during their first 12 semester hours of credit course work at the College and must continue to enroll in college preparatory courses until all preparatory requirements are completed.
- Students who test into college preparatory English or reading cannot enroll in any Gordon Rule writing course until all preparatory course(s) in the respective areas have been successfully completed. Those who test into college preparatory mathematics cannot enroll in any course for which mathematics is a prerequisite until college preparatory math is complete.
- Students who test into preparatory English, reading or mathematics courses must also take the co-requisite course Strategies for College Success (SLS 1501).
- Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take EAP (English for Academic Purposes) preparatory courses.
- Students currently enrolled in a college preparatory course may not attempt to test out of that area after add/drop. Students must wait 30 days before retesting in a subject area.
- College preparatory courses shall be graded A, B, C, N (Not Pass) and will be three contact hours per week. Three institutional credits will be granted for each course successfully completed. Institutional credits are not used for graduation or grade point average calculations, but they are used towards assessing full-time academic status.
- College preparatory courses (as listed in Table 2-1) and their co-requisites, if indicated through placement testing, must be completed in addition to all course requirements in the program the student chooses.

*Note: In the Testing Centers, students may find a list of tutorial services that assist students with the FCELPT. These services are provided as an alternative remedial option to traditional courses; however, upon completion, students still must score satisfactorily on the FCELPT in order to place out of college preparatory courses.*

### REQUIREMENTS FOR VOCATIONAL (PSAV) PROGRAMS

#### Test of Adult Basic Education (TABE)

The TABE is a state requirement for students entering PSAV certificate programs of more than 450 contact hours. Any student enrolling in these programs without TABE scores is required to take the TABE prior to enrolling in the program. TABE test scores expire two years from the date of the test. Students with an A.A.S. degree or higher, students who have successfully completed or are exempt from satisfying College Level Academic Skills (CLAS), or students who have already met the minimum cut scores within the past two years on the ACT-E, FCELPT or SAT1 are exempt from the TABE exam. Students with certain licenses also may be exempt from the TABE requirement. See program information in the Areas of Study section of this catalog for required TABE scores. Students must wait 30 days before retaking the TABE at Palm Beach State College.

Students who do not meet TABE test standards for certain programs will be required to enroll in vocational preparatory courses along with their technical courses. Please visit **www.palmbeachstate.edu/TABEStandards.xml** for more information and a list of programs that are affected by this policy.

*Note: Limited Access Programs follow procedures specific to those programs. Exemptions may not be available for all programs.*

# Registration Dates

Students begin registering at different times, depending on their status as (1) degree-seeking and certificate-seeking, (2) non-degree-seeking, (3) college transient student, (4) noncredit, or (5) high school dual enrollment/ early admission. Registration windows and other important dates are located on the registration calendar at **www.palmbeachstate.edu/AcademicCalendar.xml**. Currently enrolled, degree-seeking students are provided the earliest registration dates, typically beginning approximately two months prior to the start of the upcoming term.

New students and students returning after an absence of more than one year should apply at least two months before registration begins to receive the earliest possible registration date. All dates are subject to change without notice.

Add/drop dates are listed on students' schedules. Major-session dates are also listed on the registration calendar at **www.palmbeachstate.edu/AcademicCalendar.xml**.

# Residency Classification

A student's residency classification is determined at the time of admission to the College, in accordance with Section 1009.21, Florida Statutes. Students may petition to reclassify their status after having their legal domicile in Florida for 12 months; however, any residency classification changes would be in effect for the next term. To change to resident student, a Residency Request Form must be submitted to the Registrar's Office prior to the first day of the term. Accompanying documentation will be accepted only through the last day of the add/drop period for the term being considered. The appeal process for residency reclassification can be found in the student handbook

## IN-STATE RESIDENCY

A student is considered to be a resident for tuition purposes when he/she (or, if a dependent, his parent(s) or legal guardian) has been a permanent resident of Florida for at least 12 consecutive months preceding enrollment at the College. Legal papers proving guardianship and other documentation must accompany the application, when applicable. Final residency determination will be based on state guidelines and will be determined by the registrar.

Students may be eligible for a waiver of out-of-state tuition if they qualify for one of the following exceptions. (Documentation appropriate to the particular exception will be required.)

- Dependent children residing with a legal resident adult relative other than the parents for at least five years. Legal papers proving guardianship and copies of tax returns are required.
- Persons married to legal Florida residents and who intend to make Florida their permanent home, and who relinquish their legal ties to any other state.
- Persons who were enrolled as Florida residents for tuition purposes, but who abandon Florida residency and then re-enroll in Florida within 12 months of the abandonment.
- Active-duty members of the armed services of the United States residing or stationed in Florida (and spouse/dependent children), or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children).
- United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
- Full-time instructional and administrative personnel employed by Florida public schools, community colleges and institutions of higher education (and spouse/dependent children).
- Full-time employees of state agencies or political subdivisions of the state when the fees are paid by the state agency or political subdivision for job-related law enforcement or corrections training.
- Qualified beneficiaries under the Florida Pre-Paid Post-Secondary Expense Program per Florida Statute 1009.981.
- A dependent child whose parents are divorced, separated, or otherwise living apart will be considered a resident for tuition purposes if either parent is a legal resident of the state of Florida using the above guidelines, regardless of which parent claims the minor for tax purposes.

*Note: The College may require documentation in support of the above exceptions.*

## OUT-OF-STATE RESIDENCY

Unless students (or, if dependents, their parent(s) or legal guardians) have had their place of bona fide permanent residence in Florida for at least 12 months immediately preceding registration, and established certain legal ties to the state, they will be classified as out-of-state students.

## RESIDENT ALIENS AND OTHERS

The law allows for non-U.S. citizens to be considered for Florida residency for tuition purposes if they are lawful permanent residents of the United States, asylees, parolees, or refugees who have applied for and/or been approved for such status. Students in these categories must provide appropriate immigration documents to support their status. To be considered a resident for fee purposes, they must also have established residence in the state of Florida 12 months immediately preceding the first day of term.

Certain non-immigrant visa categories are eligible to establish Florida residency for tuition purposes. Please see the Admissions Office for more information. F-1/M-1 visa students cannot be considered for in-state residency.

# Student Retention and Completion

Information about student retention and completion in each of the academic programs is available to students in the Student Services offices. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information.

Palm Beach State College provides a complete program for students to build their skills for success, whether they are entering from high school or are starting or resuming their college career later in life. College readiness courses in reading, English, mathematics and success skills prepare students for college-level courses. These courses are scheduled like regular college classes and are taught by professionals in developmental education.

Any student may enroll in these classes; however, they are designed especially for students whose placement scores on the Florida College Entry Level Placement Test (FCELPT) indicate they need some additional skills to be successful in college-level courses in reading, English and mathematics. Academic advisors work with these students to design a college readiness plan to help them prepare for college-level work.

The FCELPT placement scores indicate whether a student is required to enroll in this program. The placement test scores table and Florida statute requirements for college readiness are listed in the Admissions section of this catalog.

## COLLEGE READINESS AREAS

The College Readiness program is tailored to each individual student's needs. Each college readiness area has two or three courses; the number of courses the student needs to take depends on his/her placement scores on the FCELPT.

The College Readiness program is designed for students at all levels of readiness in reading, English and mathematics. For those whose primary language is not English, the program offers English for Academic Purposes foundation courses.

College readiness courses for students whose primary language is English:

- College Prep Reading I and II (REA 0001 and REA 0002)
- College Prep English I and II (ENC 0001 and ENC 0010)

College readiness courses for students whose primary language is NOT English:

- Intermediate Reading, High Intermediate Reading, Advanced Reading (EAP 0420, EAP 1520 and EAP 1620)
- Intermediate Grammar, High Intermediate English, Advanced English (EAP 0460, EAP 1584 and EAP 1684)

For all college readiness students:

- Basic Algebra I and II (MAT 0012 and MAT 0020)
- Strategies for College Success (SLS 1501)

A key course in the College Readiness program is SLS 1501, Strategies for College Success. This course teaches study and test-taking skills and time management, and students explore their own learning styles. Many students find the skills they learned in this course to be very valuable to their success in all of their College courses.

## COLLEGE READINESS SUPPORT

In addition to the courses, the College offers a complete support network, including academic advising for college readiness students to help in course selection and educational planning.

## SUCCESS TIPS FOR COLLEGE READINESS STUDENTS

Students required to take college readiness courses should start them during their first term at the College.

Take the courses in a sequence – for example, take College Readiness Algebra II as soon as you successfully complete College Readiness Algebra I. Students who wait a semester or two to take the next level may forget many of the newly learned skills.

Once the college readiness courses are completed, take the required college-level courses in English (ENC 1101) and mathematics (MAT 1033) as soon as possible to apply the new skills in a college-level course.

# English for Academic Purposes Foundation

The College offers this program for non-native English speaking students who have been placed into this level, prior to taking college readiness courses. The foundation program includes three courses in reading and writing, grammar, and listening and speaking. These courses combine lecture and lab components to meet the specific needs of non-native English speakers. Academic support is provided through tutoring, audio and video technology and interactive computer software in the Student Learning Center/Vocational Preparatory Instruction Lab (SLC/VPI) at each location. Students must successfully complete all three foundation classes before registering for any other classes at the College.

# Student Learning Center

The Student Learning Center (SLC) at each campus provides services for all students. The SLC is a highly supportive environment where students can receive additional help through tutoring, individualized instruction and Supplemental Instruction (SI).

The SLC is equipped with computer software and other learning tools to support many credit and college readiness courses. Review materials for standardized tests such as the Test of Adult Basic Education (TABE) are available. The SLC also provides Vocational Preparatory Instruction (VPI) for students in career certificate programs who need additional skills to pass the TABE test. For information about the SLC, such as hours of operation, visit **www.palmbeachstate.edu/slc.xml**.

Types of aid available include grants, scholarships, work-study programs and student loans. Grants are based upon financial need and do not have to be repaid. Scholarships do not have to be repaid and are based upon several criteria, including merit, talent and need. The work-study program allows students to earn money for their education through on-campus or community service jobs. Loans are available to parents and students and must be repaid.

Palm Beach State College does not participate in or certify any Alternative Loan Programs.

Please consult the College Web site for details on specific aid programs from federal, state and institutional sources.

# Financial Aid Application

The Free Application for Federal Student Aid (FAFSA) is the first step in applying for all financial aid and is available online at **www.fafsa.ed.gov**. Students need to complete a FAFSA each academic year. Completing the FAFSA correctly prevents delays in the financial aid application and notification process; the toll-free help line is 1-800-433-3243. The Financial Aid Office will use the results of the FAFSA to determine financial need and offer a financial aid award package.

Financial Aid "Priority Dates" are listed in the Financial Aid Office of each campus and online. Your financial aid file must be complete and received electronically by the Financial Aid Office by this date to be considered "on time" for the academic year. Applications received by this date will be given priority when awarding limited funds such as scholarships, grants and on-campus employment. If your FAFSA is selected for verification, it is not considered complete until all verification documents have been returned and reviewed by financial aid staff. Any corrections to the initial application may change and/or delay award eligibility. No funds will be awarded until the Financial Aid Office has completed its review of the information and verified the application; therefore, applicants should submit all requested documentation as soon as possible.

*Note: The Financial Aid Office retains the right to request any additional documentation deemed necessary to complete the review or verification of an application.*

## GENERAL ELIGIBILITY REQUIREMENTS

- Students must have a standard high school diploma or GED. Alternatively, certificate-seeking students may satisfy this requirement by achieving certain levels on the College Placement Test.
- The student must be enrolled at the College as a degree-seeking or certificate-seeking student in an eligible program of study to receive a financial aid award. Only courses which apply to the student's degree at the College may be used to determine enrollment status for federal and state aid programs.
- Students can receive funding from only one school at a time; however, students may be eligible to have award amounts adjusted if they qualify for dual enrollment. See the campus Financial Aid Office for details.
- Students who transfer to Palm Beach State from any other school beyond high school must provide official transcripts from all schools attended, including high school. The transcripts must be evaluated by the College before financial aid eligibility can be determined.
- Students in default on a federal loan are ineligible for federal and state financial aid.

## IMPORTANT STUDENT RESPONSIBILITIES

- Use PantherWeb regularly to monitor changes in your financial aid and registration status and to maintain your current address, phone numbers and other directory information.
- Open and read all e-mail from the College and other correspondence sent to your permanent address; respond promptly.
- Apply for financial aid each year, and understand renewal requirements for all aid received, including the federal Standards of Academic Progress (SAP).
- Complete all classes for which you are registered each term, and/or understand academic policies and dates relating to dropping courses or withdrawals; be responsible for any unpaid charges following the deduction of all financial aid funds, external payments or similar awards.

# Disbursement of Financial Aid

Disbursement of financial aid awards to students begins in September for the fall term, February for the spring term, and June for the summer term. Awards are disbursed when the student has submitted all required information and meets all eligibility criteria, including the Standards of Academic Progress for Financial Aid recipients. Disbursements will continue throughout the semester for eligible students. If the total amount of aid disbursed for the term exceeds the cost of tuition, fees and books (if any), the student may receive a financial aid check for any residual credit balance. Direct deposit is available.

# Enrollment Status

Financial aid awards are subject to change depending on the student's enrollment status at the time of disbursement; this excludes courses that are not yet in progress. For the purpose of awarding and adjusting financial aid, the following chart is used to determine enrollment status for financial aid recipients. Most financial aid programs permit part-time enrollment status.

| Status | Credit Hours Required | Clock Hours* Required |
|---|---|---|
| Full-time | 12 or more | 360 or more |
| Three-quarter-time | 9 to 11 | 270 to 330 |
| Half-time | 6 to 8 | 180 to 240 |
| Less than half-time | 1 to 5 | 30 to 150 |

** Clock hours are divided by 30 to obtain the equivalent credit hour value.*

# Financial Aid for Students with Disabilities

Students with disabilities are eligible to apply for any and all forms of financial assistance that are available through the College. The Office of Disability Support Services (DSS) has a limited number of scholarships for clients.

Students with documented disabilities may enroll in a less than full-time course load as an academic adjustment to accommodate their disabilities under the Americans with Disabilities Act of 1990 and the regulations accompanying Section 504 of the Rehabilitation Act of 1973. Students are encouraged to discuss full-time course load requirements with an academic advisor or student services counselor for their respective program. Additionally, the nature of the disability must warrant the adjustment. A financial aid counselor can determine how a reduced course load will affect their aid.

Students should be aware that federal law requires the federal Pell Grant funds to be prorated based on the number of credits taken, and the student financial aid budget also will be reduced accordingly. In addition, to participate in the federal Stafford Loan Program, or to have a previous loan deferred, the student must take at least six credits. Finally, as always, eligibility for financial aid depends upon satisfactory academic progress.

# Policy on Withdrawals

Financial aid recipients who withdraw from the College (all courses in a given term) may have to return/repay financial aid funds. Also, withdrawal affects the Standards of Academic Progress (SAP) for financial aid recipients.

The amount of federal Title IV aid a student must repay is determined by the Federal Formula for Returns of Title IV Funds, as specified in Section 484B of the Higher Education Act. This act also specifies the order of return of the Title IV funds to the programs from which they were awarded. A copy of the complete policy is available on the College Web site.

# Veteran Affairs (VA)

The College is state approved for veterans training. Veterans and eligible dependents who plan to attend under any of the various veterans' training laws should apply through the veterans' section of the Financial Aid Office.

Veterans should note that required and/or core courses for some academic programs may be available only at a specified campus. However, the pertinent General Education courses may be taken at any campus.

Please see the Veterans Affairs section of the Web site for details on the various VA Benefits and application instructions.

Palm Beach State College strives to provide broad opportunities for the intellectual and cultural development of students in an atmosphere of order and respect. Various student services and organizations are available on each campus, as described in this section.

# Academic Advisement

Student Services counselors, advisors and program managers advise students in all programs. Students are urged to maintain contact with their advisors to be certain they are taking the courses necessary to complete a program, graduate, or transfer to their preferred university. Students assume ultimate responsibility for course selection.

# Career Planning and Employment Services

Career services are available online and at each location, where students can visit for an introduction and orientation to career resources. These resources include career advising, computerized career guidance programs, career assessment inventories and a career library for researching occupations and current employment trends. Students can receive personalized information about their interests, abilities and values relating to occupations and educational programs.

Employment services are available to students and graduates, including job search strategies, interviewing and resume writing assistance. Employment advising, workshops and online and printed resources are used to develop effective job search techniques. Students can identify part-time and full-time employment opportunities through the Online Career Office Program, on-campus recruiting and job fairs. Resumes can be posted online so employers can search for students meeting their employment needs.

Credit classes in career development and job searching are available to students:

- SLS 1300 Career Self-Assessment - 1 credit
- SLS 1301 Career Development - 3 credits
- SLS 1302 Career Information and Decision Making - 1 credit
- SLS 1303 Job Search - 1 credit

Visit the Career Centers Web page for additional information: **www.palmbeachstate.edu/Career.xml**

## ELIGIBILITY TO USE CAREER CENTERS

To use Career Center services, persons must meet one of the following criteria:

- Currently enrolled students in degree programs, certificate/PSAV programs, credit classes and noncredit courses and Crossroads program students.
- Graduates of Palm Beach State College programs.
- Prospective students* with applications and the appropriate test scores (FCELPT or TABE) on file.

*Note: Transfer students with appropriate test scores on file from previous institutions must pay the application fee in order to establish their eligibility.*

** If prospective student does not enroll in the next upcoming term or session, the Community Career Center fee will be required.*

# Centers for Early Learning

The College offers early childhood centers at the Lake Worth and Palm Beach Gardens campuses for the children of students and employees.

## LAKE WORTH

The Center for Early Learning in Lake Worth is a laboratory preschool, licensed to serve 22 children ages 3 to 6. The center's mission is to provide a setting for students who are required as part of their college coursework to observe, work with or assess preschool children. Philosophically, the center is Montessori-based and is equipped with a full complement of Montessori materials. The staff believes that each child is a unique individual; therefore, learning experiences are tailored to meet each individual child's needs.

The center operates from 8 a.m. to noon weekdays during the Fall, Spring and Summer A terms. It is staffed by trained teachers and an assistant. For additional information, call (561) 868-3355 or visit **www.palmbeachstate.edu/EarlyLearningLakeWorth.xml**.

### PALM BEACH GARDENS

The Center for Early Learning in Palm Beach Gardens serves children from age 12 months to 5 years. The center offers a play-based, developmentally appropriate curriculum that enriches and enhances the growth of the whole child. Staff members are trained, have a natural affinity for children and are motivated to learn and grow as professionals. The center celebrates and affirms the unique heritage of each family and seeks to work as a team with family, together creating the optimal environment for each child to reach his/her full potential.

Space is limited, and there are usually waiting lists for all age groups. Priority is given to children of students and employees. Reduced fees and scholarships are available to qualified college student applicants. For additional information, call (561) 207-5225.

## Counseling Center

The College Wide Student Counseling Center provides services and programs to help students maintain their emotional well-being in order to achieve their educational goals. Services are limited to crisis intervention, mental health assessment, brief therapy (four to six sessions) and community referrals.

All services are confidential and free of charge to enrolled students. Services are arranged through the Counseling Center on the Lake Worth campus. For more information or to schedule an appointment, call the center at (561) 868-3980.

## Crossroads

Crossroads is a limited access displaced homemaker program offering free job readiness workshops and academic advising to grant-eligible individuals 35 years of age or older. The program focuses on empowerment, esteem-building, education and employment with the goal being to assist participants in their efforts to become economically self-sufficient. Workshops are offered in alternating daytime and evening schedules with on-going support available in a group and/or on an individual basis. Limited funding is available for eligible participants with marketable skills training needs. To apply or to request more information, call (561) 868-3586 or visit **www.palmbeachstate.edu/Crossroads.xml**.

## Disability Support Services

The College is committed to providing full access to all programs, services and facilities for qualified individuals with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and by the Americans with Disabilities Act of 1990. Services and accommodations are not automatic. It is the responsibility of the student or prospective student to notify the Disability Support Services (DSS) Office at his/her individual campus of the need for modifications and to provide appropriate written verification by a qualified professional in support of the disability claim. Services cannot be authorized until the documentation has been verified and the student has officially registered with the DSS Office. This voluntary self-declaration procedure is independent from the admissions process itself, and all disability records are treated as confidential and kept separately in the DSS Office.

Students with disabilities are encouraged to meet with the disability service representative at their campus before registration. This advisor will assist with course selection and accommodation needs and also will coordinate other campus resources to best meet the educational needs of students with disabilities. For further information, call (561) 868-3375 or visit online at **www.palmbeachstate.edu/Disabilities.xml**.

## PantherCard

All students are encouraged to obtain a PantherCard, Palm Beach State College's photo identification card, by visiting their campus bookstore. PantherCard is required to use tutoring labs, check out library books, use the campus wireless network and utilize other campus services. Certain programs may require students to wear (display) their PantherCard when in class or attending training provided by the College at an off-site location. Fees may apply for PantherCard. For more information, see **www.palmbeachstate.edu/PantherCard.xml**.

## PantherWeb

Students use the College's online Student Services tool, PantherWeb, to register, change classes, pay tuition, view transcripts and degree audits and change personal information. The necessary personal identification number (PIN) is given to students when they apply. For more information, see **www.palmbeachstate.edu/PantherWeb.xml**.

# Student Handbook

All regulations and policies pertaining to student conduct are listed in the Student Success Handbook. The handbook may be viewed online **www.palmbeachstate.edu/Current.xml**, and copies are available in the Student Services office on each campus. Students are responsible for reading the information in the Student Success Handbook.

One condition of enrollment at the College is that the student follows the Student Code of Conduct, as set forth in the Student Success Handbook. The vice president of student services, College registrar, and campus provosts, with the assistance of the deans of student services and other College personnel, are responsible for interpreting and enforcing policies, rules and regulations that apply to students.

# Student Publication

The Beachcomber, Palm Beach State College's student newspaper, is published twice a semester. Students are invited to participate in production of the newspaper. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography and business management. The newspaper office is located at the Boca Raton campus; the e-mail address is **beachcomber@palmbeachstate.edu**.

# Student Success Grants

The College has been awarded several grants to support student success programs.

## EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center (EOC) is a U.S. Department of Education grant-funded TRIO program. EOC provides assistance with admissions applications and the financial aid application process. Other services include vocational and career counseling, academic advising, financial aid and college admissions workshops. The Educational Opportunity Center assists adults 19 years of age and older, who are residents of Palm Beach County, meet federal low-income guidelines, and/or are potential first-generation college students. For more information, call (561) 868-3681.

## STUDENT SUPPORT SERVICES

This program is a U.S. Department of Education grant-funded TRIO program which serves 170 low-income, first-generation college students and students with disabilities. Services provided include personalized academic and financial aid advisement, tutoring, career exploration activities, cultural events and university tours. The program assists students in completion and transition from one level of higher education to the next. Students must be enrolled at Palm Beach State College in a degree-seeking program to be eligible for services. For more information, call (561) 868-3392.

# Testing Services

A variety of national and state exams for students, such as the Compass/ESL, CLEP, FCELPT, TABE and others, are administered in the Testing Centers. Current or prospective students taking a test at the College's Testing Centers must be prepared to sit for the full amount of time allotted for the test. Confirm testing center hours on the Web site as times vary from campus to campus.

Fees are assessed for each service and are nonrefundable. A list of fees is available in the Testing Center or at **www.palmbeachstate.edu/TestCenterInformation.xml**.

All tests require a government-issued, valid, photo identification card. The testing centers do not accept fees; students must come to the testing center with a prepaid receipt from the Cashier's Office.

# Student Life

## ATHLETICS

The College has varsity intercollegiate athletic teams for women (basketball, volleyball and softball) and for men (basketball and baseball). Memberships in the Florida Junior College Conference and the National Junior College Athletic Association largely determine policies and procedures. The College's athletic programs provide opportunities for students to experience competition, skill development, self-discipline and cooperation. Students with disabilities are encouraged to try out for teams on which they might successfully participate. For more information, visit the Web at **www.palmbeachstate.edu/Athletics.xml**.

### Intramural and Recreational Activities

Intramural and recreational activities represent a broad selection of individual and team sports. Opportunities are available for students to participate in all phases of the intramural program, including planning and organizing, competing and officiating.

## CENTER FOR STUDENT LEADERSHIP

The Center for Student Leadership focuses on developing a broad range of transferable skills to prepare students for leadership positions within the College as well as the global marketplace. For more information, contact the campus Student Activities office or coordinator.

## MATH OLYMPICS TEAM

The Math Olympics Team meets two times a week during the Fall and Spring terms to prepare for state and national math competitions. Practices provide excellent problem-solving opportunities. Students with a strong interest in mathematics or problem solving are encouraged to participate. Eligibility requires that students have taken Calculus II or be scheduled to be enrolled in Calculus II during the Spring term. Practices are on Friday mornings, plus one weekday afternoon.

Scholarships are awarded each year to those students who are selected to be on the Math Olympics Team. Students interested in participating in this challenging and fun activity should contact Professor Roy Boulware at **boulwarr@palmbeachstate.edu** or Professor Ira Rosenthal at **rosenthi@palmbeachstate.edu**.

## STUDENT GOVERNMENT

Each campus has a Student Government Association. These groups provide guidance and direction to the student body, develop student programs and activities, promote student involvement, develop positive working relationships and provide students with opportunities to develop and exercise leadership skills. Contact the campus Student Activities office for more information.

## STUDENT ORGANIZATIONS AND CLUBS

The College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interests in common. There are well-defined procedures available through the Student Activities office for the establishment and sanctioning of a student club or organization.

To hold office in a student organization, a student must have a minimum 2.0 grade point average (GPA) at the beginning of tenure of office and must achieve a minimum 2.0 GPA during each term in office. To belong to the Phi Theta Kappa Honors Society, a student must have a minimum 3.2 GPA and have earned 12 semester hours at Palm Beach State College. Some other clubs and organizations also have individual membership requirements.

The following are currently sanctioned groups:

### Belle Glade

Black Student Union
Cosmetology Club
Crusade for Christ
Dream It, Do It
International Student Club
Kiskeya (Haitian student organization)
Nursing Student Association
Phi Theta Kappa (Academic Honors Society)
Save Our Students (S.O.S.)
Spanish and Latin Student Association (SALSA)
Sisters on the Serious Side
Student Government Association
Student Unity Promotion
Sahara Club

### Boca Raton

American Institute of Architectural Students
Art Society
Black Student Association
Boxing Club
Chabad Student Center
Christian Leadership Association
Computer Club
Djakout Lakay (Haitian student organization)
Ecology Club (Lean, Clean, & Green)
Florida Future Educators of America
Golden Z
Journalism Club
Massage Therapy Club
Phi Theta Kappa (Academic Honors Society)
Political Forum
Spanish and Latin Student Association (SALSA)
Student Government Association
Students for Israel

**Lake Worth**

ASPIRA
Black Student Union
Christian Fellowship Club
Community Earth Club
Computer Club
Dental Assisting Student Association
Dream It, Do It
Gay Straight Alliance
Group 5 Art Society (Graphic Arts Club)
Kiskeya (Haitian student organization)
Music Club
Nursing Student Association
Panther Medics (EMS)
Palm Beach State College Players (Drama Club)
Performing Musical Groups:
- Concert Band
- Concert Choir
- Chamber Singers
- Troubadours (jazz vocal ensemble)
- Brass Ensemble
- 12 O'clock Jazz Ensemble
- Tuesday Nite Big Band
- Jazz Combos

Phi Beta Lambda (Business Club)
Phi Theta Kappa (Academic Honors Society)
Soccer Club
Student American Dental Hygiene Association
Student Government Association
Veterans' Union

**Palm Beach Gardens**

Art Alliance
Black Student Union
Circle K (Kiwanis)
Chess Club
Chi Gamma Iota (Veterans Club)
Community Earth
Dream It, Do It
Energy Club
Faith Walkers Christian Fellowship
Florida Future Educators of America
Gay Straight Alliance
Phi Theta Kappa (Academic Honors Society)
Political Forum
Psi Beta (Honors Psychology)
Radiography Club
Respiratory Care Club
Sonography Club
Spanish Club
Student Government Association

**Panthers**

Intercollegiate Athletics

**Women's Sports**
- Basketball
- Softball
- Volleyball

**Men's Sports**
- Baseball
- Basketball

**www.palmbeachstate.edu/Athletics.xml**

## Corporate and Continuing Education

Through Corporate and Continuing Education at each campus location, Palm Beach State College offers continuing education workshops, seminars, courses and programs designed to meet the learning, professional and development needs of its local community. Through research, development and environmental scans, the College continues to be responsive to the economic and workforce development needs of Palm Beach County. Visit **www.palmbeachstate.edu/CCE.xml** for information on registration.

## Dr. Floyd F. Koch Honors College

As part of its commitment to high achievement, Palm Beach State College offers the Honors College, designed for students who enjoy a challenge and wish to excel in their studies. Students who seek the challenge of Honors coursework can select from two options. The experience of either option helps students to make interdisciplinary and real-life connections and prepares them with skills needed to go on to a university or the workforce.

The first option is enrollment in Honors courses. These learning environments promote the development of critical thinking and research skills through in-depth class discussions, reading and writing assignments, and nontraditional classroom styles and activities. Each course has "Honors" clearly indicated in its title, which is also noted on the student's transcript.

The second option is to add an Honors component to any credit course, with faculty permission, by completing an Honors project contract. In this case, the student completes an Honors project in the course and meets with the faculty member throughout the term for guidance and advice.

Palm Beach State College students qualify for the Honors College with a cumulative 3.5 GPA or acceptable test scores on a placement test. Students who register with the Academic Services Office are given priority registration as Honors College students. Students who graduate with a 3.5 GPA and have 12 credit hours of Honors coursework completed with a grade of B or higher are designated as Honors certificate graduates. Students who graduate from Palm Beach State College with a 3.5 GPA and have 21 hours of Honors courses (including IDH2105) and have completed other criteria as specified on the Honors Web site earn Honors Diplomas. All Honors graduates are given special recognition at the graduation ceremony. Honors graduates have many scholarship opportunities when transferring to an upper-division university. Scholarships also are awarded to the top performing Honors College students through the Dr. Floyd F. Koch Honors College Scholarship.

To discover more about the Honors College and its benefits, visit **www.palmbeachstate.edu/Honors.xml** or call Academic Services at (561) 868-3892.

## E-Learning

E-learning classes through the Internet provide increased student access through alternative education delivery systems and flexibility of time and location. Online courses promote the integration of technology in the learning environment and the globalization of education through electronic access to information and experts worldwide. The only difference between face-to-face courses and distance learning courses is in the type of course delivery. Course materials are online with the possible exception of testing. Students may contact their professors and other classmates via telephone, e-mail, chat rooms, bulletin boards, or in some instances, on-campus meetings.

These courses have the same educational objectives as face-to-face classes, are fully accredited and appear on a student's transcript the same as a face-to-face class. Fully online courses require an additional fee of $10 per credit hour; hybrid classes have an additional fee of $30 per course and component courses charge an additional $10 per course.

For more information about e-learning, check the Web at **www.palmbeachstate.edu/eLearning.xml** or send an e-mail to **learn@palmbeachstate.edu**. Many online courses can be found at **https://palmbeachstate.blackboard.com.**

### WHO SHOULD TAKE AN E-LEARNING CLASS?

Successful e-learning students need to be highly motivated and have good study and time management skills. They must be willing to contact their instructor for assistance when needed and be responsible for completing assignments on time and without reminders. Before students register for an e-learning class the first time, they should visit the e-learning Web site **www.palmbeachstate.edu/eLearning.xml** and contact an academic advisor for any questions regarding the requirements of e-learning classes.

### SUPPORT SERVICES FOR E-LEARNING STUDENTS

Students registered in e-learning courses receive the same support services as on-campus students. These services include registration, advising, financial aid, disabled student services, bookstore services, tutoring, library services and Testing Center services, as well as many others.

### INTERNET COURSES

Internet classes offer a world of resources to students who have Internet access. These classes provide some of the materials in an anytime anywhere mode. Students can keep in touch with the instructor and other students by using the communication tools of the Internet.

Internet courses vary:

1. Pure Internet courses are taken entirely over the Internet. On-campus time is NOT required. Some instructors may request an optional on-campus orientation meeting or testing.
2. Hybrid courses require attendance in a face-to-face classroom in conjunction with activities involving the use of the Internet.
3. Component courses are face-to-face classes supplemented with some Internet activities.

## Institute of Excellence in Early Care and Education

The Institute of Excellence in Early Care and Education provides the child care workforce of Palm Beach County with a comprehensive approach to career development. This approach makes available an extensive training selection, career advising, scholarships for qualified applicants, and technical assistance for early child care educators. The goal is a quality, seamless professional development system for early childhood personnel entering and exiting the system at any level. A quality assurance system ensures quality of trainers and trainings. The quality assurance system incorporates guidelines and standards for training activities, including a process for approving trainers who meet these standards. The Institute maintains a registry of approved trainers and training. For more information on the Institute's offering and supports, please visit **www.palmbeachstate.edu/IEECE.xml**

## Institute of Teacher Education

The Institute of Teacher Education was created at Palm Beach State College to address the critical teacher shortage in Palm Beach County. The Institute programs, collaborative efforts with the School District of Palm Beach County and Florida Atlantic University, include:

- The Teacher Certification Program - a certification pathway for professionals with non-education bachelor degrees.
- 2+2 Program for mathematics and biology teacher education - FAU upper-level coursework offered at Palm Beach State College's Lake Worth campus.
- The Substitute Teacher Academy - a noncredit program for K-12 substitute teacher preparation consisting of six courses and 45 contact hours. Topics include Introduction to Substitute Teaching, Classroom Management and Control (separate courses for elementary and secondary education), Presentation Techniques, Technology in the Classroom, and Lesson Planning.
- Professional Development — noncredit workshops for Florida Teacher Certification Exam preparation and credit courses for ESOL compliance.

Scholarships may be available for some programs. To find out more about the Institute of Teacher Education, go to **www.palmbeachstate.edu/TeacherEd.xml**.

## Learning Unlimited

Learning Unlimited is a noncredit enrichment program for adults of all ages. Instructors are local experts known in their fields teaching short-term, personal enrichment courses in current events, history, metaphysics, alternative health, art, music, dance, finance and more. These inexpensive courses are held days and evenings.For more information, visit **www.palmbeachstate.edu/lul.xml**.

# Library Learning Resource Centers

Library services and resources support the curriculum, faculty and students at all locations. Campus libraries maintain a diverse collection of materials that includes books, periodicals, local, state and national newspapers, microfilm and reference materials. Access to all library materials and electronic collections of books, periodicals and journals are available through LINCC (Library Information Network for Community Colleges), the online catalog. Over 2,000 journals and periodicals are available online and in full text, and electronic books add more than 10,000 volumes to the collection. Florida Atlantic University provides Palm Beach State College at Boca Raton with library service through a joint-use agreement.

Librarians are faculty members who are professionals in the research process. They work closely with students in finding and using information and developing information literacy skills. Librarians offer individual and classroom instruction in the use of resources and work collaboratively with other faculty to develop innovative approaches to using library resources. Librarians teach credit courses in the use of electronic resources and teach online courses using the latest technology.

Additional services provided by the library include: an interlibrary loan service that links all Florida community college libraries, universities and public libraries together for cost-free lending/borrowing of materials; a reserve collection of materials; a computer/instruction lab; study rooms and private study areas; photocopiers, and a virtual reference desk (Ask-a-Librarian). Students also have borrowing privileges at FAU and with area libraries that are members of the Southeast Florida Library Information Network (SEFLIN).

Library hours vary on each campus and between terms. Current information is available at **www.palmbeachstate.edu/LLRC.xml.**

# Vocational Preparatory Instruction Lab

The Vocational Preparatory Instruction Lab (VPI) offers a series of short-term courses for Post Secondary Adult Vocational (PSAV) students who need to remediate all or part of the Test of Adult Basic Education (TABE). Students enrolled in Trade and Industrial programs who require TABE remediation will be required to register for co-requisite VPI courses. Passing the TABE is a requirement to complete the program for all PSAV programs that are 450 or more hours in length.

The VPI Lab offers personalized instruction with learning specialists and tutors. Computer programs and additional learning materials are available for the student.

The TABE remediation courses are:

- VPI 0100 - Vocational Preparatory Reading
- VPI 0300 - Vocational Preparatory Language
- VPI 0200 - Vocational Preparatory Mathematics

Before registering for a TABE remediation course, a student should first meet with a PSAV advisor to discuss the entrance requirements for his or her specific program. Students should then visit the VPI Lab and obtain a TABE course application, schedule, and further information. There is a $30 fee for each TABE remediation course. A required workbook for each course is available in the College bookstore. Please visit **www.palmbeachstate.edu/TABEStandards.xml** for more information.

# Academic Recognition

## PRESIDENT'S LIST

At the end of the fall or spring terms, any student carrying a full academic load (12 hours for which they receive credit, excluding institutional credit) and earning a term grade point average of 3.8 or higher will be placed on the President's List. At the end of the spring term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and spring terms with a combined term grade point average of 3.8 or higher will be placed on the President's List.

## DEAN'S LIST

At the end of fall or spring terms, any student carrying a full academic load (12 hours for which they receive credit, excluding institutional credit) and earning a term grade point average of 3.20 to 3.79 will be placed on the Dean's List. At the end of spring term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and spring terms with a combined term grade point average of 3.20 to 3.79 will be placed on the Dean's List.

## STANDARDS OF ACADEMIC PROGRESS

The College requires each student to maintain reasonable academic progress. Any student not maintaining the minimum cumulative grade point average as specified in the Standards of Academic Progress (SOAP) policy will be placed on academic probation and could be either suspended or dismissed from the College.

**Financial Aid Student Note:**
Students receiving financial aid are also affected by a separate "Standard of Academic Progress for Financial Aid Students Policy" listed in the student handbook and at **www.palmbeachstate.edu/sap.xml**.

**Preparatory Course Note:**
Preparatory courses will not be calculated in students' cumulative grade point average but will be used in calculations for term grade point averages.

**Good Academic Status**
Students who are not on academic probation or dismissal from the College are considered in good academic status.

Students in credit programs must maintain a cumulative grade point average (CGPA) of:

- 1.4 or better for 1-14 semester hours attempted
- 1.6 or better for 15-27 semester hours attempted
- 1.8 or better for 28-45 semester hours attempted
- 2.0 or better for over 45 semester hours attempted

*Academic Status Note: The College administration will continually assess the impact of the academic progression policy and make adjustments as necessary to the academic probation grade point average table above. It is anticipated that the cumulative grade point average required to remain in good academic standing will increase in the future. Therefore, it is imperative that students meet with an academic advisor regularly to discuss academic success issues and support services and to carefully plan their academic program.*

**Academic Probation**
Probation will be continued as long as the student fails to achieve the standard cumulative grade point average (CGPA) for the number of hours attempted (see table above). Probation will be calculated at the end of each term. Transfer students whose CGPA does not meet the standard for good academic status will enroll on academic probation. Any student on academic probation will be limited in course load to a maximum of 12 semester hours during the fall, spring and summer terms.

Students on academic probation are required to meet with an academic advisor prior to registering for subsequent terms. Academic advisors are authorized to limit the number of hours and types of courses taken by students on academic probation. Academic probation is noted on the student's permanent record.

**Academic Suspension**
Academic suspension is the first involuntary separation. Academic suspension results from a student's failure, while on academic probation, to regain good academic standing or achieve a minimum 2.0 term grade point average (GPA). Suspension requires the student to stay out of school for one semester to reflect on his/her academic goals and level of commitment to education. Academic suspension is noted on the student's permanent record. Students readmitted after an academic suspension will be on academic probation and must meet with an academic advisor prior to registering for classes.

**Academic Dismissal**

Academic dismissal is a subsequent involuntary separation imposed upon a student who, having been previously suspended from the College and readmitted, fails to regain good academic status or achieve a minimum 2.0 term grade point average (GPA) for each academic term. After one calendar year, students on academic dismissal are eligible to appeal for readmission to the College Admissions Appeals Committee. Academic dismissal is noted on the student's permanent record. An appeal for readmission is not automatic, and the decision of the committee is final.

*Note: Students on academic suspension or dismissal are eligible to enroll in PSAV or avocational courses.*

# Attendance at First Class

The College values instruction that begins at the first class meeting and/or lab session. Students who do not attend the first day of a class may be dropped from the course, depending upon the individual faculty member's attendance policy. It is the student's responsibility to read the course schedule notes and/or visit the course Web site.

The College policy of reinstating students who have been dropped due to College error supersedes individual faculty attendance policies.

# Audit and Withdrawal Policies

Students may withdraw online using PantherWeb at **www.palmbeachstate.edu/PantherWeb.xml**. Students may audit a class by completing an official Audit Request Form with the Registrar's Office by the audit deadline. Deadline dates for audit and withdrawal are published in the registration calendar in this catalog. In cases of non-standard beginning or ending dates, the audit deadline is the last day of add/drop, and the withdrawal deadline is 65 percent of the course session. Students with questions about audit and withdrawal deadlines should contact the Registrar's Office.

International students and athletes must get authorization from their advisor before auditing or withdrawing from a class.

## AUDIT

A student may be admitted to certain courses on an audit basis with the completed request form submitted prior to the deadline. Audit requests will not be processed after the add/drop period ends. Classes designated as audit during add/drop do not count as attempts. Students auditing a course must attend class, but they are not required to take tests and examinations. Auditing students may not change their schedule to seek credit in any course in which they are enrolled. Prerequisites, tuition and all special fees apply.

Courses taken for the third or fourth attempt or for high school dual enrollment/early admission may not be audited. Students are not permitted to audit college preparatory courses, courses under a selected admission program, or vocational credit or noncredit courses. A student may not audit a course in which he or she received a grade of C or higher. An instructor may withdraw an audit student (XW) for non-attendance.

## FACULTY/INSTRUCTOR WITHDRAWALS

Faculty/instructors may give a non-punitive WX grade for excessive absences for up to 65 percent of the course session. No WX grades shall be given after 65 percent of the course has elapsed. Instructors may also give a punitive (FX, NX, or UX) grade for excessive absences, as defined in their syllabi, up to the end of the term.

Courses taken for audit are subject to the same attendance criteria; however, faculty/instructors may assign a grade of XW for excessive absences at any time throughout the term.

*Note: Upon the third attempt of a credit course, a withdrawal (student or instructor) or audit will not be permitted and the student will receive a grade for the course.*

## STUDENT WITHDRAWALS

Students who withdraw from a course will receive a grade of W on their transcript. There is normally no refund for withdrawals submitted after the add/drop deadline (see the calendar in this catalog for deadlines); however, if a student has certain extenuating circumstances (such as death of family member or personal hospitalization), a refund may be considered. See Refund Appeals policy in the student handbook. Students considering withdrawing from any course are strongly encouraged to speak with an academic advisor to discuss any impact that a withdrawal may have financially or academically. Certain Limited Access programs prohibit course withdrawals. Students should speak with a program advisor for more information.

A student may not withdraw from a PSAV course that meets less than two times. The deadline to withdraw for each course is listed on the student's Class Schedule printout. Students are permitted a maximum of two attempts and/or withdrawals per course.

*Note: Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.*

# Enrollment Status

## FRESHMAN AND SOPHOMORE CLASSIFICATION

A student is considered a sophomore when the student has completed 24 semester hours of credit, regardless of the number of terms the student has been in attendance. Until 24 hours of credit are completed, the student is a freshman.

## FULL-TIME STUDENT

A student is considered a full-time student when enrolled in 12 or more semester hours of credit or 360 or more clock hours. Although audit and preparatory courses carry no credit, they are counted toward the student's enrollment status. When determining a student's enrollment status for Selective Service deferment or Veterans Administration benefits, noncredit and preparatory courses cannot be counted but must be taken in addition to the required number of credit hours. Institutional credits (i.e., college preparatory classes) are included when determining a student's enrollment status.

*Note: Enrollment status may be defined differently for financial aid recipients.*

## STUDENT MAXIMUM COURSE LOAD

Most students are not permitted to enroll in more than 18 semester hours; however, a student who has at least a 3.2 cumulative average may enroll in a maximum of 21 semester hours.

## ENROLLMENT VERIFICATION

Palm Beach State College has authorized National Student Clearinghouse to provide enrollment verification certificates for its students through its online Student Self-Service program. This service, available 24 hours, 7 days a week, will allow students the ability to print, save, or e-mail official enrollment verification certificates free of charge. For more information, on this and other free services provided by the National Student Clearinghouse Self-Service program, please visit **www.palmbeachstate.edu/EnrollmentVerification.xml**.

# Grades

## GRADE CHANGE PROCEDURE

Students may approach instructors to initiate an informal grade appeal process at any time after the final course grade is assigned. If students wish to appeal the grade further, a formal grade appeal process must be initiated no later than the first 30 calendar days after classes begin in the subsequent fall or spring term. Additional grade appeal information is listed in the Student Handbook.

## GRADE FORGIVENESS POLICY

Courses for which a grade of C or higher was earned may not be repeated. The last grade received will be used to calculate the grade point average (GPA). All grades from the third and subsequent attempts will be calculated in the GPA.

The Forgiveness Policy pertains only up to the time of the awarding of degree and does not extend beyond that time. No challenge examination (institutional, CLEP, AP, IB, etc.) may be used to forgive a grade. Institutions to which subsequent transfer is made may not necessarily honor this policy.

## GRADE POINT AVERAGE (GPA)

The cumulative GPA is determined by dividing the total quality points earned by the total semester hours attempted (including all transfer credit). Quality points are assigned as follows:

A = 4 quality points per credit hour

B = 3 quality points per credit hour

C = 2 quality points per credit hour

D = 1 quality point per credit hour

Only the last attempt of a repeated course will be used in computing the grade point average (except for the third attempts and beyond that will be averaged); however, all grades appear on the student's transcript. The Palm Beach State College grade point average is determined by dividing the total quality points earned at the College by the total semester hours attempted at the College. The term grade point average is determined by dividing the total quality points earned during a term by the total semester hours attempted during that term.

## GRADE REPORTS

Grade reports are not mailed. Students may access grades via PantherWeb - **www.palmbeachstate.edu/PantherWeb.xml**, or FACTS - **www.FACTS.org**, using their Palm Beach State College Personal Identification Number (PIN). Students who do not know their PIN may obtain it from the Admissions Office after presenting legal photo identification. Students may also assess their academic progress and status each semester by obtaining an online degree audit via **www.palmbeachstate.edu/PantherWeb.xml**.

## GRADING SYSTEM

A - Excellent

B - Good

C - Fair

D - Poor but Passing

F - Failure

I - Incomplete

L - Instructor Grade Late

N - No Pass

P - Pass

S - Satisfactory

U - Unsatisfactory

W - Student Withdrawal

WX - Withdrawn by Instructor for Excessive Absences

X - Audit

XW - Withdrawn for Excessive Absences (audited course)

Most avocational classes will be assigned a grade of NG unless the course requires a record of attendance. In those cases where an NG is not the grade, an S or WX may be issued.

### INCOMPLETE GRADES

Incomplete grades are automatically changed to punitive grades of F, N or U if not made up within 30 calendar days after classes begin in the subsequent fall or spring term. It is the student's responsibility to complete all assignments and submit them to the instructor. Classes with incomplete grades may not be used to satisfy course prerequisites.

### REPEATED COURSES AND ACADEMIC AVERAGE

Only courses for which a grade of D or F was earned or withdrawals may be repeated. A student may not audit a course in which a grade of C or higher was received. A student will be permitted a maximum of three attempts per course. Attempts include the original grade, repeats of course grades, audits, and withdrawals (student or instructor). Upon the third attempt of a course, a withdrawal or audit will not be permitted and the student will receive the grade earned. This grade will be used in quality point average computation. All grades from the third and fourth attempts will be calculated in the grade point average. A fourth attempt may be allowed only through the academic appeals process based on major extenuating circumstances. Fifth attempts are not allowed, and this may not be appealed. Credit can only be earned once per course, unless the course is designated as "repeatable."

*Note: Students will be assessed the full cost of instruction (out-of-state tuition), beginning with the third attempt for college preparatory and credit courses. Students may appeal the higher cost to the campus registrar through the add/drop period. Decisions are based on state-issued guidelines.*

# Graduation

All students, without regard to the degree or certificate to be granted, must meet general requirements for graduation from the College and fulfill all financial obligations to the College. Final responsibility for meeting the requirements for graduation rests with the student.

### CATALOG IN EFFECT FOR GRADUATION POLICY

Students who have maintained continuous enrollment have the option of graduating under the catalog in effect at the time they enter the College or any catalog in effect during the student's continuous enrollment, as long as the catalog chosen is not more than five years old. Continuous enrollment may be maintained by enrollment in one credit or PSAV course for a minimum of one term per academic year.

If students choose a new catalog, all requirements from the new catalog must be met for graduation. If continuous enrollment is maintained for a period of more than five years, the catalog five years previous will be chosen for them, unless students specify otherwise. If attendance is interrupted by 12 months, students must graduate under the catalog in effect when they are readmitted or any future catalog within five years of the date of graduation (as in above statement). The College does not guarantee that courses will always be available. Some courses or programs may be discontinued. The College reserves the right to change the curriculum as necessary.

*Note: Students must graduate under the program requirements in effect the term they enter a limited access program.*

### COLLEGE LEVEL ACADEMIC SKILLS (CLAS)

The assessment of College Level Academic Skills Test (CLAS) is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level.

After July 1, 2009, in order to be granted an Associate in Arts or baccalaureate degree, a student must meet certain criteria to satisfy the skills areas of Mathematics, Essay, English, Language Skills and Reading. A student can show proficiency by meeting one of the following standards:

1. Achieve a score as follows on the FCELPT (CPT), ACT or SAT:
   - A score of 93 or higher on the Reading section of FCELPT (CPT) earns an exemption in the Reading requirement.
   - A score of 105 or higher on the English section of FCELPT (CPT) earns an exemption in the Essay, English and Language Skills Requirements.
   - A score of 91 or higher on the Mathematics section of FCELPT (CPT) earns an exemption in the Mathematics requirement.
   - A score of 500 or higher in the Verbal section of the SAT1 earns an exemption in the Essay, English, Language Skills and Reading requirements.

- A score of 500 or higher in the Mathematics section of the SAT1 earns an exemption in the Mathematics requirement.
- A score of 21 or higher in the English section of the ACT-E earns an exemption in the Essay & Language Skills requirements.
- A score of 22 or higher in the Reading section of the ACT-E earns an exemption in the Reading requirements. A score of 21 or higher in the Math section of the ACT-E earns an exemption in the Mathematics requirement.

The exemption scores above are summarized in the following table:

| Test | English/ Language Skills | Essay | Reading | Math |
|---|---|---|---|---|
| FCELPT (CPT) | 105 | 105 | 93 | 91 |
| ACT-E | 21 | 21 | 22 | 21 |
| SAT1 | 500 | 500 | 500 | 500 |

2. Grades in Specific Courses

- Students who have earned a cumulative grade point average (GPA) of 2.5 in ENC 1101 and ENC 1102, ENC 1141 or courses with the prefixes AML, ENL and LIT shall be exempt from the Reading, English Language Skills, and Essay requirements.
- Students who have earned a cumulative grade point average (GPA) of 2.5 in two (2) Gordon Rule general education Mathematics courses shall be exempt from the Mathematics requirement.
- These degree requirements are for A.A. and BAS degree candidates only. A.S. and A.A.S. students are not required to meet these requirements unless they are planning to transfer to a university and the university requires meeting these standards.

3. Applying for a Waiver of CLAS requirements

In accordance with Florida Administrative Code (6A-10.0311), students receiving an Associate in Arts or Bachelor degree must show attainment of college-level academic skills. For students unable to show attainment through course grades or through an attempt(s) at the College Level Academic Skills Test prior to July 1, 2009, or test scores as listed in the exemptions summary table, the student may apply for a waiver.

In order for the request to be considered for a waiver, the student must:

- Not be eligible for a waiver through course grades
- Have scores lower on the test than the scores noted above.
- Have a complete set of scores on one of the tests listed above to assess each CLAS area.
- Met all other requirements for the Associate in Arts or Bachelor of Applied Science degree

Please see **www.palmbeachstate.edu/CLAS-waiver.xml** for the form and process for applying for a CLAS waiver.

### Waiver of the Degree Requirements for Specific Learning Disabilities

Please see the Web page at **www.palmbeachstate.edu/Disabilities.xml** for information on applying for a waiver of the skill area requirements due to specific learning disabilities.

*Note: Students who took the CLAST before Oct. 1, 1992, should contact their advisor or review the Degree Audit information on **www.FACTS.org** to determine successful completion or exemption.*

## DEGREE VERIFICATIONS

Palm Beach State College has entered into an agreement with National Student Clearinghouse for the verification of degrees and earned certificates. National Student Clearinghouse has been granted the authority to respond to these types of requests from interested third parties on the College's behalf. Verifications require student authorization.

The College warrants that the results delivered by National Student Clearinghouse, acting as the College's agent, should be considered equivalent in authority to information provided directly by the College. To begin an order at no cost to current or previous students, go to **www.studentclearinghouse.org**. Students must select a unique user ID and password, which is not their Palm Beach State College Student ID number and password.

## GRADUATION CEREMONY - COMMENCEMENT

Participation in commencement exercises is expected of all degree, certificate and diploma students who are eligible for graduation. Commencement is held at the end of each fall and spring term. Students who apply for graduation receive ceremony information from the Graduation Office. Information also can be found at **www.palmbeachstate.edu/Graduation.xml** .

## LEARNING OUTCOMES FOR DEGREES

### Creating a Culture of Evidence

Palm Beach State College values its central role as a teaching and learning institution, and its mission statement emphasizes the importance of having a responsive curriculum through learning outcomes. Learning outcomes can be thought of as the knowledge, skills and abilities students attain as a result of their involvement in an educational activity.

The learning outcomes approach reflects a conceptual shift towards making learning more meaningful and effective for both students and faculty. It requires that students gain an understanding of the fact that educa-

tion can enable them to enrich their lives by learning. This is in contrast to the viewpoint that education is a task primarily done to satisfy the demands of others, such as faculty or the institution.

By developing educational experiences based on what students should be able to do with their knowledge, the learning outcomes approach helps faculty, staff and students understand the purpose of any educational activity, program or course.

The College has defined learning outcomes for each degree and certificate it offers. To view these learning outcomes, please see the Web page **www.palmbeachstate.edu/LearningOutcomes.xml**.

## GRADUATION DISTINCTIONS

Students who graduate with a 3.2 overall GPA or higher will be noted in the Commencement Bulletin as graduating with the following distinctions:

3.2 - 3.49 Academic Distinction

3.5 - 3.79 High Academic Distinction

3.8 - 4.0 Presidential Distinction

Students who graduate with 12 hours of Honors course work completed with a minimum grade of B and a minimum cumulative GPA of 3.5, and who have applied for Honors graduation will be designated as Honors Graduates. Honors graduates will be recognized with the following:

- Honors notation on Commencement Bulletin
- Honors gold seal on diploma
- Honors notation on transcript
- Honors medallion to be worn at Commencement.

## GRADUATION REQUIREMENTS

Students may graduate from Palm Beach State College after meeting all the following requirements (as applicable for their programs). Exceptions to these requirements are noted in specific program descriptions.

1. All financial obligations to the College must be satisfied.
2. All official high school and postsecondary transcripts must be received.
3. Graduation Application Requirement
   - Students must make formal application for graduation before the deadline. Deadlines are listed on the calendar in the front of this catalog.
   - The Request for Graduation Form (Graduation Application) is available online at **www.palmbeachstate.edu/Graduation.xml**.
4. Grade Point Average (GPA) Requirement
   - Institutional GPA of 2.0 for all work taken at the College
   - Cumulative GPA of 2.0 for all college courses, regardless of where taken (College Credit Certificates need a 2.0 GPA in program courses only.)
5. Courses taken at Palm Beach State College (Course Residency Requirement)
   - Students must have completed at least 25 percent of the program or certificate credit at Palm Beach State, also known as "courses in residence" (no relationship to in-state resident tuition).
   - Transfer coursework, credits-by-exam, and credits for prior learning cannot be used to satisfy the Course Residency Requirement.
6. Preparatory Course/Testing Completion Requirement
   - Students must test out of English, reading and mathematics preparatory coursework.

   OR
   - Students must successfully complete all required preparatory coursework.
7. General Education Requirement
   - A grade of C or higher is required for all General Education courses. General Education courses are listed in the Areas of Study section of this catalog.
   - A statement certifying completion of the full 36-Credit-Hour General Education package will be noted on students' transcripts.
8. A.A. degree students also
   - Must have 60 semester hours of academic work exclusive of occupational (A.S.) courses.
   - Must also include an approved General Education program of not less than 36 semester hours.
   - Must satisfy CLAS requirements through coursework, exemptions or waiver.
   - Must meet Gordon Rule Requirement - As part of graduation with an A.A. degree, students are required to fulfill the Gordon Rule requirement, in accordance with Florida statute. Courses that fulfill Gordon Rule requirements are noted with a "GR" designation in the Associate in Arts information in the Areas of Study section of this catalog.
9. A.S. and A.A.S. degree students also
   - Must complete the number of prescribed program credit hours.
   - Must complete a minimum of 15 hours of program-specific General Education
10. Postsecondary Adult Vocational Certificate (PSAV) recipients: Only items 1, 2 and 5 above apply.
11. College Credit Certificate (CCC) recipients: In addition to items 1, 2 and 5 above, students must

also meet GPA requirements and may have some preparatory course requirements (depending on program course prerequisites).

12. Baccalaureate degree recipients: See page 47.

**Graduation with Multiple Degrees**

Students who have an A.A. degree or higher are eligible for any A.S. or A.A.S. degree upon completion of those degree requirements. Students who have an A.S. or A.A.S. degree are eligible for an A.A. degree upon completion of those requirements. Students with an A.A.S. degree may receive an A.S. degree in the same area upon completion of the additional coursework. However, students with an A.S. degree are not eligible to receive an A.A.S. degree in the same program area.

**Maximum Physical Education or Music Ensemble Credits for Graduation**

Students may use a maximum of two credit hours in Physical Education activity courses and a maximum of four credit hours of MUN ensemble courses for graduation.

# Prerequisites

A student who wishes to register for any course for which the prerequisites have not been completed must consult with the associate dean of the department offering the course. The associate dean may make the decision to require the student to take the prerequisite for the course, move the student to the prerequisite course, or allow the student to remain in the course. Students may not enroll for credit in a course (or prerequisite) for which they have successfully completed a higher-level course in the same logical sequence.

Students may pre-register for a future term for a course with a prerequisite requirement while they are still enrolled in the prerequisite course. However, the registration for the higher-level course may be dropped if the prerequisite course is not completed successfully.

# Security of Student Records

## DEFINITION OF STUDENT RECORDS

Student records may include, but are not limited to, applications, test scores, transcripts, photos and correspondence. All received transcripts and documents are the property of the College and may not be copied or transmitted to third parties, except in accordance with state law.

## INSPECTION OF RECORDS

**Eligible Persons**

In compliance with the Family Educational Rights and Privacy Act (FERPA, also known as the Buckley Amendment), student records at the College (located in the Office of the Registrar) are open for inspection only by the student and, as per FERPA guidelines:

- School officials, as determined by the College registrar to have legitimate educational interests
- State educational authorities
- Federal and state officials representing state or federal programs
- Persons having written authorization for release
- Officials in compliance with judicial orders.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

**Viewing the Records**

- Permanent records are never permitted out of the Office of the Registrar.
- Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.
- Students may make an appointment to view their records at the counter in the presence of Registrar's Office personnel.

## REQUESTS FOR COPIES OF RECORDS

- Palm Beach State College transcripts are released only upon written consent of the student.
- If a student cannot have access to the record, i.e., if he/she lives too far away (minimally outside of Palm Beach County) or extenuating circumstances exist, students may request copies of their records through written requests to the College registrar. The request must specify the types of records to be copied. The registrar will comply with a request for a meeting

and/or copies in a reasonable timeframe (no more than 30 days), depending upon the complexity of the records requested and the time during the term in which the request is received.

- Students will pay a fee of 50 cents per page, up to 49 pages, then $1.00 per page thereafter for any approved copies of their records.
- Subpoenas of student records must be issued by a court of competent jurisdiction and specify the type of records being requested. A fee of $35 will be charged per subpoena. Those requesting records by subpoena must allow sufficient time (at least 10 working days) for the affected student to be notified prior to the issuance of records.

### RETENTION OF RECORDS

Student records will be maintained for a maximum of five years from the student's attendance. Certain documents, such as grades, will be maintained longer in accordance with state archiving and records retention laws and the College Registrar Records and Retention Schedule.

### STUDENT DIRECTORY INFORMATION

FERPA requires each institution to determine directory information that may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released. The College has identified the following as directory information:

- Dates of attendance (session dates only)
- Major field of study
- Weight and height of members of athletic teams
- Degrees and awards received
- Educational institution attended

**Important Directory Information Note:*

*Although the College has designated student name, street and e-mail addresses, phone number, and photographs/videos as non-directory information, these will appear in College-generated information such as the commencement ceremony programs, the College publications, Student IDs (PantherCard), and news releases of awards. Date of birth is used for identification purposes within the College. In addition, students' names and addresses will be given to selected institutions of higher education for recruiting purposes and military branches in accordance with federal guidelines. Military branches also will be given phone numbers.*

***If a student does not wish to have the directory information released, the student must complete and submit a non-disclosure form indicating which of the above items are not to be released. The non-disclosure form is located at www.palmbeachstate.edu/PantherWeb.xml (A "Don't Share My Information" button is located at the top right corner of the Web page).***

### STUDENT RIGHT TO PRIVACY

The College respects students' personal information and guards information carefully. The student's Social Security number is not used as a student's primary identifier (although it is collected); an institutional Student ID number is assigned for student use to access records and receive services. A student may choose to withhold directory information but must submit a written notice to the Registrar's Office stating which of the above directory information items are not to be released to the general public or the above organizations.

### STUDENT RECORDS AMENDMENT APPEAL PROCESS

If a student believes there is an error in the permanent record, the student should contact the Registrar's Office to arrange a hearing. A hearing will be conducted according to FERPA.

- The hearing will be within a reasonable period of time after the request is received.
- The student shall be given notice of date, place and time reasonably in advance.
- A written decision shall be made by the registrar within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

## Student Conduct

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize that the responsibility for their success in college rests largely upon themselves. The District Board of Trustees, administration and faculty formulate policies and regulations of the College. Each student, by the act of registering, is obligated to obey rules and regulations formulated by the College. The Student Code of Conduct is published in the student handbook.

## Unpaid Accounts

Unpaid student accounts, including past due fees or returned checks, will prevent registration, graduation, granting of credit or release of transcript. Amounts remaining unpaid also will be subject to collection agency action.

# Academic Programs

Palm Beach State College offers several different types of awards for its academic programs including baccalaureate and associate degrees, certificates and diplomas. This catalog section contains detailed information about each program of study offered by the College. This information is also available on the College's Web site at **www.palmbeachstate.edu/AreasOfStudy.xml**. This Web site provides the same information on courses included in each program and presents information that complements the presentation in the catalog such as a suggested educational plan (course sequence). The Areas of Study Web site allows the student to check availability of classes needed for an educational program by linking directly to the College's online registration system, PantherWeb. Because the Web system is dynamic, some courses may have updated course numbers due to State Course Numbering System actions.

Another useful online tool students should become familiar with is the degree audit. A degree audit allows your college transcript to be automatically compared against all needed courses for your selected academic program. The degree audit indicates what courses you have satisfied within the program and provides a listing of course still needed for program completion. The degree audit may be accessed by signing onto the PantherWeb system using the student's College-issued user-id and password. The degree audit function is located on the Records tab on the student portal screen. Please see **www.palmbeachstate.edu/rundegreeaudit.xml** for a tutorial on how to run a degree audit from PantherWeb.

The College strongly encourages students to use these online tools in addition to the personalized advising available at each of the college's campuses and online through Web advising. Visit **www.palmbeachstate.edu/advising.xml** to see the advising opportunities at Palm Beach State College.

# General Education

## GENERAL EDUCATION REQUIREMENTS FOR DEGREES

General Education is a grouping of courses selected from six different areas to ensure that students receive a well-balanced and rich education. Each degree offered by Palm Beach State College requires General Education courses. Both the B.A.S. and the A.A. degrees require 36 hours of General Education. A.S. and A.A.S. degrees typically require 15-18 hours of General Education, but some degrees may have more General Education courses to meet program learning outcome requirements. The student should locate the desired degree program in the catalog or on the Areas of Study Web site at **www.palmbeachstate.edu/AreasOfStudy.xml**. The appropriate General Education courses are listed within the course listing for the program.

## GENERAL EDUCATION PHILOSOPHY

General Education requirements at Palm Beach State represent a foundation for active lifelong learning. These outcomes are designed to promote personal development and provide a comprehensive base of knowledge and skills necessary to participate effectively in a diverse community and the global workplace.

## GENERAL EDUCATION LEARNING OUTCOMES

**Communications:** Develop effective reading, writing, speaking, listening, and nonverbal communication skills for a variety of audiences.

**Global Awareness:** Exhibit a sense of community and be sensitive to cultural and global diversity; exercise civic responsibility; give service to others; and respect and care for our natural environment.

**Critical Thinking:** Evaluate arguments; separate fact and opinion; recognize points of view; understand implications and consequences, and acknowledge diverse values.

**Technology and Information Literacy:** Use printed materials, personal communication, observation, and technological applications to find, evaluate, organize, and present information in order to achieve educational and professional success.

**Quantitative Reasoning:** Use college-level mathematical concepts and methods to understand, analyze, and explain issues in quantitative terms.

**Ethics:** Demonstrate a responsibility for personal, social, professional, educational and natural environments and make informed decisions based on those responsibilities.

**Personal Development:** Develop an ability to understand and manage self, adapt to change, enhance wellness, learn effectively, establish a framework for aesthetic responsiveness, and set personal and professional goals.

Florida Statute 1007.25 specifies that General Education courses come from five core areas: communications, humanities, mathematics, natural science and social science. In accordance with the state articulation agreement (Florida Administrative Code 6A-10.024), each community college and/or university shall honor the completion of General Education courses if such completion is noted on the student's transcript. The State of Florida requires all public community colleges and universities to include a specified amount of writing and mathematics in their curriculum to ensure students have achieved substantial competency in these areas as specified in Florida Administrative Code 6A-10.30 (Gordon Rule).

## GENERAL EDUCATION COURSES AT PALM BEACH STATE COLLEGE

General Education courses must be completed with a "C" or higher to apply to any B.A.S., A.A., A.A.S. or A.S. degree program. Each degree offered by the college has its own General Education requirements. Presented below are the General Education course requirements for the B.A.S. and the A.A. degree. Please consult with the FACTS.org website or a Palm Beach State academic advisor to determine which general education courses will fulfill the common prerequisite courses needed for your major in the state university system.

A.S. and A.A.S. students should refer to their specific program of study to determine which general education courses from the list below are required for their program.

## AREA I

**COMMUNICATIONS** **9 CREDIT HOURS**

**Select one of the following courses:**

| | | |
|---|---|---|
| ENC 1101 | College Composition 1 | (GR) (3) |
| ENC 1121 | Honors College Composition 1 | (GR) (3) |

**Select one of the following courses:**

| | | |
|---|---|---|
| ENC 1102 | College Composition 2 | (GR) (3) |
| ENC 1122 | Honors College Composition 2 | (GR) (3) |
| ENC 1141 | Writing About Literature | (GR) (3) |

**Students must take the following course:**

| | | |
|---|---|---|
| SPC 1017 | Fundamentals of Speech Communication | (GR) (3) |

## AREA II

**HUMANITIES** **6 CREDIT HOURS**

**Select one of the following courses:**

| | | |
|---|---|---|
| AML 2010 | American Literature to 1865 | (GR) (3) |
| AML 2020 | American Literature after 1865 | (GR) (3) |
| AML 2600 | African American Literature | (GR) (3) |
| AML 2631 | Hispanic American Literature | (GR) (3) |
| ENL 2012 | English Literature before 1800 | (GR) (3) |
| ENL 2022 | English Literature after 1800 | (GR) (3) |
| LIT 1370 | The Bible as Literature | (GR) (3) |
| LIT 2090 | Contemporary Literature | (GR) (3) |
| LIT 2110 | World Literature before the Renaissance | (GR) (3) |
| LIT 2120 | World Literature after the Renaissance | (GR) (3) |
| LIT 2190 | Introduction to Afro-Caribbean Literature | (GR) (3) |
| LIT 2380 | Women in Literature | (GR) (3) |

Approved Transfer Literature*

**(Verify course credit with an advisor.)*

**Select one of the following courses:**

| | | |
|---|---|---|
| ARH 1000 | Art Appreciation | (GR) (3) |
| ARH 2050 | Art History 1 | (GR) (3) |
| ARH 2051 | Art History 2 | (GR) (3) |
| MUH 2018 | History and Appreciation of Jazz | (GR) (3) |
| MUL 1010 | Music Appreciation | (GR) (3) |
| MUT 1001 | Fundamentals of Music | (GR) (3) |
| THE 1000 | Theatre Appreciation | (GR) (3) |

Approved Transfer Humanities*

**(Verify course credit with an advisor.)*

## AREA III

**MATHEMATICS** **6 CREDIT HOURS**

**Select two of the following courses:**

| | | |
|---|---|---|
| MAC 1105 | College Algebra | (GR) (3) |
| MAC 1114 | Trigonometry | (GR) (3) |
| MAC 1140 | Precalculus | (GR) (3) |
| MAC 2233 | Survey of Calculus (for Business Majors) | (GR) (3) |
| MAC 2311 | Calculus with Analytic Geometry 1 | (GR) (4) |
| MAC 2312 | Calculus with Analytic Geometry 2 | (GR) (4) |
| MAC 2313 | Calculus with Analytic Geometry 3 | (GR) (4) |
| MAP 2302 | Differential Equations | (GR) (3) |
| MAS 2103 | Matrix Theory | (GR) (3) |
| MGF 1106 | Liberal Arts Mathematics | (GR) (3) |
| MGF 1107 | Finite Mathematics | (GR) (3) |
| MTG 2206 | College Geometry | (3) |
| STA 2023 | Statistics | (GR) (3) |

Approved Transfer Mathematics*

**(Verify course credit with an advisor.)*

## AREA IV

**NATURAL SCIENCES** **6 CREDIT HOURS**

**Select two of the following courses:**

| | | |
|---|---|---|
| AST 1002 | Descriptive Astronomy | (3) |
| | (Lab AST 1002L optional) | (1) |
| AST 1003 | Planetary Astronomy | (3) |
| AST 1004 | Stellar & Galactic Astronomy | (3) |
| BOT 1010/BOT 1010L | General Botany 1 and Lab | (4) |
| BSC 1005 | Concepts of Biology (Non-Science Major) | (3) |
| | (Lab BSC 1005L optional) | (1) |
| BSC 1010 | Principles of Biology 1 | (3) |
| | (Lab BSC 1010L optional) | (1) |
| BSC 1011/BSC 1011L | Principles of Biology 2 and Lab | (4) |
| BSC 1050 | Environmental Conservation | (3) |
| BSC 2085/BSC 2085L | Anatomy and Physiology 1 and Lab | (4) |
| BSC 2086/BSC 2086L | Anatomy and Physiology 2 and Lab | (4) |
| CHM 1020 | Principles of Chemistry | (3) |
| | (Lab CHM 1020L optional) | (1) |
| CHM 1025 | Introductory Chemistry | (3) |
| CHM 1045/CHM 1045L | General Chemistry 1 and Lab | (4) |
| CHM 1046/CHM 1046L | General Chemistry 2 and Lab | (4) |
| ESC 1000 | Earth Science | (3) |
| GLY 1000 | Descriptive Geology | (3) |
| HUN 1201 | Elements of Nutrition | (3) |
| MCB 2010/MCB 2010L | Microbiology and Lab | (4) |
| OCE 1001 | Introduction to Oceanography | (3) |
| | (Lab OCE 1001L Optional) | (1) |
| PHY 1001 | Applied Physics | (3) |
| PHY 2048/PHY 2048L | - General Physics with Calculus 1 and Lab | (5) |
| PHY 2049/PHY 2049L | - General Physics with Calculus 2 and Lab | (5) |
| PHY 2053 | General Physics 1 | (4) |
| PHY 2054 | General Physics 2 | (4) |
| PSC 1341 | Physical Science for Today's World | (3) |

Approved Transfer Science*

**(Verify course credit with an advisor.)*

## AREA V

**SOCIAL SCIENCE** **6 CREDIT HOURS**

**Select one of the following courses:**

| | | |
|---|---|---|
| ANT 2000 | Anthropology | (GR) (3) |
| ECO 2013 | Principles of Macroeconomics | (GR) (3) |
| GEA 1000 | Principles of Geography & Conservation | (GR) (3) |
| PSY 2012 | General Psychology | (GR) (3) |
| SYG 1230 | American Minorities Today | (GR) (3) |
| SYG 2000 | Introduction to Sociology | (GR) (3) |
| SYG 2010 | American Social Problems | (GR) (3) |

Approved Transfer Social Science*

**(Verify course credit with an advisor.)*

**Select one of the following courses:**

| | | |
|---|---|---|
| AMH 2010 | US History to 1865 | (GR) (3) |
| AMH 2020 | US History from 1865 to Present | (GR) (3) |
| POS 1001 | Introduction to Political Science | (GR) (3) |
| POS 1041 | Introduction to American Government | (GR) (3) |
| POS 2112 | American State and Local Government | (GR) (3) |

Approved Transfer Political Science*

**(Verify course credit with an advisor.)*

## AREA VI

**HEALTH and FOREIGN LANGUAGE** **3 CREDIT HOURS**

**Select one of the following courses:**

**Health**

| | | |
|---|---|---|
| HSC 1101 | Contemporary Issues in Health | (3) |
| HSC 2100 | Health Concepts and Strategies | (3) |
| HSC 2204 | Community Health Education | (3) |

**Foreign Language**

| | | |
|---|---|---|
| FRE 1120 | Elementary French 1 | (4) |
| FRE 1121 | Elementary French 2 | (4) |
| GER 1120 | Elementary German 1 | (4) |
| GER 1121 | Elementary German 2 | (4) |
| SPN 1120 | Elementary Spanish 1 | (4) |
| SPN 1121 | Elementary Spanish 2 | (4) |
| SPN 2200 | Intermediate Spanish 1 | (3) |
| SPN 2201 | Intermediate Spanish 2 | (3) |

Approved Transfer Health and Foreign Language*

**(Verify course credit with an advisor.)*

# Degrees and Certificates

This section of the catalog contains detailed information on the degrees and certificates awarded by the College. These awards are organized by program group, which lists all programs in a curriculum area. For example, all health care programs, such as Nursing and Dental Hygiene, are listed together in a program group called Health Care. The Areas of Study Web site at **www.palmbeachstate.edu/AreasOfStudy.xml** is organized in exactly the same way.

Sometimes an academic program leads to a job title or career not indicated by the title of the program. To help the student locate a needed or desired program, the College has developed an online "keyword" search tool located at **www.palmbeachstate.edu/AreasOfStudy.xml**. The student may enter job titles and see what academic program offers education related to that area. For example, if the job title "police officer" is entered, the programs related to the Criminal Justice area are displayed.

Each program contained in this section of the catalog lists all courses needed for program completion. All degree programs require general education courses. To see all general education courses offered by the college, please see the General Education section on pages 39 to 41.

Palm Beach State College awards associate and baccalaureate degrees:

**B.A.S. – Bachelor of Applied Science**

**A.A. – Associate in Arts**

**A.S. – Associate in Science**

**A.A.S. – Associate in Applied Science**

The College offers certificate and diploma programs in a variety of fields:

**ATC – Advanced Technical Certificate**

**ATD – Applied Technology Diploma**

**CCC – College Credit Certificate**

**PSAV – Post Secondary Adult Vocational Certificate**

# Degrees

### BACHELOR OF APPLIED SCIENCE

This degree is designed for students who wish to earn a baccalaureate degree after earning an associate's degree (or at least 60 hours with 15 hours of transferable general education) to gain career advancement.

### ASSOCIATE IN ARTS

This degree is designed for students who wish to transfer to an upper division college or university.

### ASSOCIATE IN SCIENCE

This degree is designed for students who wish to enter the workforce in a skilled field.

### ASSOCIATE IN APPLIED SCIENCE

This degree is designed for students who wish to enter the workforce in a skilled field. Some programs are only available as an associate in applied science degree, while some degree programs are available with options for either an associate in science or associate in applied science degree. In this case, the associate in applied science degree has applied English and mathematics courses.

# Certificates and Diplomas

### ADVANCED TECHNICAL CERTIFICATE

These certificate programs are designed for students who have already earned an associate's degree. They provide advanced skills in a specific area to be studied.

### APPLIED TECHNOLOGY DIPLOMA

These programs are either clock-hour noncredit or credit hour based. They provide entry-level courses in a specific area that usually can be applied towards an associate in science or associate in applied science degree.

### COLLEGE CREDIT CERTIFICATE

These programs provide the student with a set of technical skills in a specific area of study. Each college credit certificate applies towards an associate in science or associate in applied science degree.

### POSTSECONDARY ADULT VOCATIONAL CERTIFICATE

These are clock-hour based noncredit programs that provide the student with broad entry-level skills in the chosen field of study. Many of these programs can apply towards an associate in science or associate in applied science degree.

# Program Groups

Bachelor of Applied Science

Associate in Arts (Transfer)

Business and Office Management

Child Care, Human Services and Teacher Education

Computer Science and Information Technology

Creative Arts and Communications

Health Care

Public Safety

Science and Environment

Trade and Industry

**Bachelor of Applied Science . . . . . 46**
**Supervision and Management** (BAS)
Concentrations:
General Management
Health Management
Public Safety Management

**Associate in Arts (Transfer) . . . . . 49**

**Business and Office Management . . . . . 52**
Life, Health and Variable Annuities Agent (PSAV)
Property and Casualty General Lines Agent (PSAV)
Real Estate Broker (PSAV)
Real Estate Sales Associate (PSAV)
Accounting Technology (CCC)
Banking Specialist-Financial Services (CCC)
Business Administration and Management (CCC)
Business Operations (CCC)
Business Specialist (CCC)
Food Service Management (CCC)
Hospitality (CCC)
Legal Office Management (CCC)
Marketing (CCC)
Office Management (CCC)
Office Software Applications (CCC)
Office Specialist (CCC)
Office Support (CCC)
Accounting Technology (AAS/AS)
Business Administration and Management (AAS)
Hospitality and Tourism Management (AAS/AS)
Office Administration (AAS)
Paralegal (AS)
Business Corporate & Continuing Education

**Child Care, Human Services and Teacher Education . . . . . 66**
Child Care – 40-Hour Introductory Child Care Training Certification (Birth to 5 Years) (PSAV)
Child Care – Introductory Child Care Training Certification (School Age Children 5 years and up – through Grade 5) (PSAV)
Child Care – 30-Hour Family Child Care Certification (PSAV)
Child Care – Caring for Children Birth to 3 Years (PSAV)
Child Care – Early Childhood Professional Certificate (ECPC) – Preschool (PSAV)
Child Care – Bilingual Early Childhood Professional Certificate (ECPC) – Preschool (PSAV)
Child Care – School Age Professional Certificate (SAPC) (PSAV)
Child Care Center Management (CCC)
Educational Assisting (CCC)
High/Scope Preschool Approach Curriculum (CCC)
Infant/Toddler (CCC)
Montessori Preschool Curriculum Specialization (CCC)
Pre-School (CCC)
School Age (CCC)
Human Services (CCC)
Youth Development (CCC)
Early Childhood Education (AS)
Educational Assisting (AS)
Human Services (AAS/AS)
Child Care/Human Services Corporate & Continuing Education
Teacher Certification Program

**Computer Science and Information Technology . . . . . 81**
Cisco CCNA (CCC)
Information Management (CCC)
Programming (CCC)
Web Development Specialist (CCC)
Computer Programming (AAS/AS)
Internet Services Technology (AAS/AS)
Networking Administrator (AAS/AS)
Computer Information Security (ATC)
Computer Science Corporate & Continuing Education

**Creative Arts and Communications . . . . . 87**
Digital Media Production (CCC)
Graphic Design Technology (CCC)
Motion Picture and Television Production Technology (CCC)
Graphic Design Technology (AAS/AS)
Interior Design Technology (AS)
Motion Picture and Television Production Technology (AS)

**Health Care . . . . . 92**
Dental Assisting (PSAV)
Massage Therapy (PSAV)
Medical Assisting (PSAV)
Patient Care Assistant (PSAV)
Practical Nursing (PSAV)
Surgical Technology (PSAV)
Medical Transcription (ATD)
Medical Information Coder/Biller (CCC)
Sonography (CCC)
Dental Hygiene (AS)
Health Information Management (AS)
Nursing (AAS)
Radiography (AS)
Respiratory Care (AS)
Sonography (AS)
Computed Tomography (ATC)
Magnetic Resonance Imaging (ATC)
Health Care Corporate & Continuing Education

**Public Safety . . . . . 110**
Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement (PSAV)
Criminal Justice Academies (PSAV)
Cross-Over CMS Law Enforcement to Correctional Officer (PSAV)
Cross-Over Correctional Officer to CMS Law Enforcement (PSAV)
Firefighter (PSAV)
Fire Apparatus Operator (PSAV)
Fire Inspector (PSAV)
Fire Instructor (PSAV)
Fire Investigator (PSAV)
Fire Officer I (PSAV)
Emergency Medical Technician (EMT-B) (ATD)
Crime Scene Technology (CCC)
Emergency Management (CCC)
Paramedic (CCC)
Crime Scene Technology (AS)
Criminal Justice Technology (AAS/AS)
Emergency Medical Services (AS)
Fire Science Technology (AS)
Public Safety Corporate & Continuing Education

**Science and Environment . . . . . 123**
Biotechnology (CCC)
Landscape and Horticulture Specialist (CCC)
Landscape and Horticulture Professional I (CCC)
Landscape and Horticulture Professional II (CCC)
Biotechnology (AS)
Environmental Science Technology (AS)
Landscape and Horticulture Management (AS)

**Trade and Industry . . . . . 129**
Apprenticeship Programs (PSAV)
Automotive Service Technology 1 (PSAV)
Automotive Service Technology 2 (PSAV)
Commercial Vehicle Driving (PSAV)
Cosmetology (PSAV)
Diesel Technology 1 (PSAV)
Diesel Technology 2 (PSAV)
Facials Specialty (PSAV)
Heating, Ventilation, Air Conditioning and Refrigeration (PSAV)
Heavy Equipment Mechanic (PSAV)
Machining Technology (PSAV)
Nails Technician (PSAV)
Welding Technology (PSAV)
Commercial Pilot (CCC)
Drafting for Sustainable Construction (CCC)
Sustainable Building Specialist (CCC)
Aeronautical Science (AAS/AS)
Electrical Power Technology (AS)
Industrial Management Technology (AS)
Sugar Technology (AS)
Sustainable Construction Management (AS)

# How to Use the Catalog's Program Descriptions

These sections tell you about the program, its employment opportunities and other important information.

These sections list career possibilities, admission and completion requirements, how long it takes to finish the program and on what campus the program is located.



## Networking Administrator

AAS A131 / AS 2123

**Program Web Site**
**www.palmbeachstate.edu/ComputerScience.xml**

**Program Description**
This degree prepares students to plan, install, configure, monitor, troubleshoot and manage computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program.

Course content includes computer hardware concepts, networking terminology, Microsoft Windows Server and Active Directory implementation and administration, Linux implementation and administration, and network security. These courses cover competencies for several certifications: A+, Network+, MCP, and MCSA.

**Employment Opportunities**
This program prepares students for employment as information technology specialists, network technicians, network specialists, network managers, network systems analysts, network systems technicians, network support specialists, network administrators, network troubleshooters, help desk specialists, LAN/WAN managers, or systems administrators.

**Career Path Notes**
Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**
To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**
High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**
Students must successfully complete all courses listed in the catalog for this program.

**Program Length**
The program can be finished in two years of full-time enrollment or three years part time.

**Location**
The program is offered at the Lake Worth and Boca Raton campuses.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition I (A.S. students) | 3 |
| ENC 1210 | Technical Communications (A.A.S. students) | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF 1106 | Liberal Arts Mathematics (or any course from the Area III) (A.S. students) | 3 |
| MAT 1033 | Intermediate Algebra (A.A.S. students) | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| **Total Required General Education Credits** | | **18** |
| **REQUIRED COURSES** | | |
| CTS 2334 | Local Area Networks | 3 |
| CTS 2320 | Wide Area Networks | 3 |
| CNT 2700 | TCP/IP and Network Administration | 3 |
| CNT 2000 | Network Technologies | 3 |
| CTS 1110 | Microcomputer Operating Systems | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| CTS 1150 | Computer Maintenance and Repair | 4 |
| CIS 2321 | Systems and Applications | 3 |
| CNT 2402 | Implementing and Administering Network Security | 3 |
| COP 1002 | Introduction to Programming Logic | 3 |
| CTS 2301 | UNIX Installation and Administration using Linux | 3 |
| **Total Required Course Credits** | | **33** |
| **BUSINESS/COMPUTER ELECTIVES - 12 CREDITS REQUIRED** | | |
| Any courses with the prefix CEN, CIS, CGS, COP, CTS, ACG, APA, ECO, or GEB * | | |
| **Total Business/Computer Elective Credits** | | **12** |
| **Total Program Credits** | | **63** |

** A course cannot be used more than once in the program.*

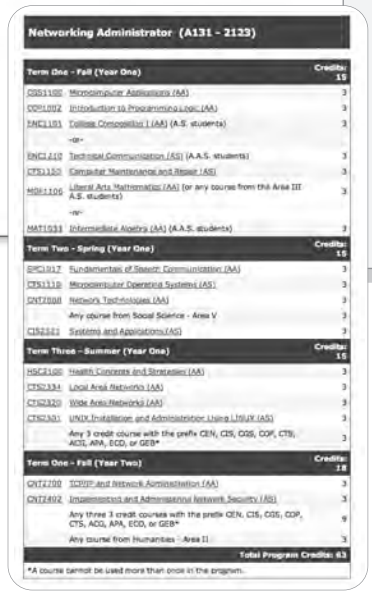
For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=58**

This section lists the general education requirements of the program.

This section lists the required courses for the program.

This section lists the electives for a program.

The Web version of this information allows you to see a suggested course sequence (educational plan) and allows you to search for your needed classes through PantherWeb, the College's online registration system.



**Networking Administrator (A131 - 2123)**

| Term One - Fall (Year One) | | Credits: 15 |
|---|---|---|
| CGS1100 | Microcomputer Applications (AA) | 3 |
| COP1002 | Introduction to Programming Logic (AA) | 3 |
| ENC1101 | College Composition I (AA) (A.S. students) | 3 |
| | -or- | |
| ENC1210 | Technical Communication (AS) (A.A.S. students) | 3 |
| CTS1150 | Computer Maintenance and Repair (AS) | 3 |
| MGF1106 | Liberal Arts Mathematics (AA) (or any course from this Area III A.S. students) | 3 |
| | -or- | |
| MAT1033 | Intermediate Algebra (AA) (A.A.S. students) | 3 |
| **Term Two - Spring (Year One)** | | **Credits: 15** |
| SPC1017 | Fundamentals of Speech Communication (AA) | 3 |
| CTS1110 | Microcomputer Operating Systems (AS) | 3 |
| CNT2000 | Network Technologies (AA) | 3 |
| | Any course from Social Science - Area V | 3 |
| CIS2321 | Systems and Applications (AS) | 3 |
| **Term Three - Summer (Year One)** | | **Credits: 15** |
| HSC2100 | Health Concepts and Strategies (AA) | 3 |
| CTS2334 | Local Area Networks (AA) | 3 |
| CTS2320 | Wide Area Networks (AA) | 3 |
| CTS2301 | UNIX Installation and Administration Using LINUX (AS) | 3 |
| | Any 3 credit course with the prefix CEN, CIS, COS, COP, CTS, ACG, APA, ECO, or GEB* | 3 |
| **Term One - Fall (Year Two)** | | **Credits: 18** |
| CNT2700 | TCP/IP and Network Administration (AA) | 3 |
| CNT2402 | Implementing and Administering Network Security (AS) | 3 |
| | Any three 3 credit courses with the prefix CEN, CIS, COS, COP, CTS, ACG, APA, ECO, or GEB* | 9 |
| | Any course from Humanities - Area II | 3 |
| | **Total Program Credits: 63** | |

*A course cannot be used more than once in the program.

# Bachelor of Applied Science

## BAS

### Supervision and Management

CONCENTRATIONS:

GENERAL MANAGEMENT
HEALTH MANAGEMENT
PUBLIC SAFETY MANAGEMENT

Palm Beach State College offers the Bachelor of Applied Science in Supervision and Management with concentration areas in **General Management**, **Health Management** and **Public Safety Management**. This degree is a combination of lower division courses (1000-2000 level) and upper division courses (3000-4000 level). The lower division course requirements include:

- 36 semester hours of transferable general education courses
- 18 transferable semester hours of concentration area preparation courses
- 24 semester hours of transferable electives

The concentration area preparation courses and the elective courses may come from the student's A.S., A.A.S., or A.A. degree program, provided the hours are deemed transferable credit (see pages 6-7 for determining the transferability of credit into the B.A.S program). Students should see a B.A.S. advisor for specific information on how lower division courses meet these requirements and what additional coursework may need to be taken to meet program admission and graduation requirements. Each concentration area within the degree has specific courses which must be taken at the lower level to prepare a student for upper division study, and an advisor can determine if these concentration area preparation course requirements have been met for the chosen B.A.S. concentration area.

The upper division course requirements include 21 semester hours of program core courses that all three concentration areas share, and 21 semester hours of concentration area courses including a "capstone" course experience where students apply their learning in relation to their concentration area. The lower and upper division courses total the 120 semester hours needed for baccalaureate degree completion.

The B.A.S. degree's core courses in the upper division provide the student with a broad applied background in finance, legal and ethical issues, management information systems, leadership, human resources and management. The concentration area courses offer specific coursework relevant to the specialty areas (General Management, Health Management, and Public Safety Management) with one elective course to further focus on the student's interest area. The capstone course, taken in the final term, allows the student to apply all the skills and concepts acquired in the program.

**ADMISSION STANDARDS**

Completion of Palm Beach State College admission and residency materials

Completion of ONE of the following:

- An Associate of Science (A.S.), or an Associate of Applied Science (A.A.S.) degree (with a minimum of 60 semester hours) in a professional/technical field;

OR

- An Associate in Arts degree with a minimum of 60 semester hours;

OR

- Completion of at least 60 semester hours. Such students may only be admitted with permission of the Dean of Baccalaureate Studies.

Completion of 36 semester hours of transferable general education credit hours, satisfying Palm Beach State College's general education requirements (or indication on the transcript that the students has completed general education requirements at another Florida college or university).

Completion of CLAS requirements. If, at the time of admission, the student has not completed CLAS requirements, the student will need to meet this criterion by the completion of 36 upper division credit hours at the college, or enrollment in future credits may be restricted.

**GRADUATION REQUIREMENTS**

Students must:

- Successfully complete all courses in the 120 semester hour program. All general education courses and upper division courses must be completed with a grade of "C" or higher.
- Achieve at least a 2.0 grade point average on a 4.0 scale in all course work attempted at the College and at other institutions.
- Satisfy the College Level Academic Skills (CLAS) requirement to graduate with the B.A.S. degree if they have not already satisfied CLAS/CLAST requirements in attaining the A.A. degree. Detailed information on meeting the CLAS requirement is available at **www.palmbeachstate.edu/CLASDegree.xml**.
- Demonstrate foreign language competencies. The Florida Department of Education has identified the competencies as successful completion of two credits of high school foreign language instruction, eight to ten credits in one foreign language at the college level or passing scores on the College Level Examination Program (CLEP). For native speakers of another language who can demonstrate proficiency by evidence of a secondary high school transcript may petition for a waiver. Students should contact the Baccalaureate Studies office for more information.
- Satisfy all financial obligations to the College.

# Supervision and Management BAS T701, T702, T703

**Program Web Site**

**www.palmbeachstate.edu/Bachelor.xml**

**Program Description**

As a graduate of this program, students will have the knowledge, skills and opportunity to pursue managerial-level positions in a variety of careers. B.A.S. students will take 21 semester hours of upper division (junior/senior level) core courses that provide a broad applied background in accounting, finance, legal and ethical issues, management information systems, leadership, human resources and management. An additional 21 hours of upper division concentration area courses focus on coursework to prepare students for employment in a variety of managerial roles and career settings in the public and private sectors.

**Employment Opportunities**

Upon completion of this program, students may seek employment in a variety of business and organizational settings in managerial-level positions that require a bachelor's degree for consideration.

**Career Path Notes**

After completion of this program, students may choose to apply for graduate study at a public or private university.

**Admission Requirements**

To apply for the B.A.S. program, students must have earned an A.S.,A.A.S. or A.A. degree and have at least a 2.0 GPA. Students who have earned a minimum of 60 credit hours and a 2.0 GPA but do not have an associate's degree may be accepted with permission of the dean. Please see pages 6-7 for detailed admission requirements.

**Completion Requirements**

Students must successfully complete all courses in the curriculum, have at least a 2.0 GPA and have earned a "C" or better in all general education courses and upper division courses. Students must also meet the CLAS and foreign language requirements.

**Program Length**

Total program semester hours: 120

**Location**

The program is offered at the Lake Worth campus.

## LOWER DIVISION REQUIREMENTS

**GENERAL EDUCATION COURSE REQUIREMENTS**

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

| | | CREDITS |
|---|---|---|
| ENC 1101 | College Composition 1 | 3 |
| ENC 1102 | College Composition 2 | 3 |
| SPC 1017 | Fundamentals of Speech Communications | 3 |
| Select two courses from AREA II (Humanities) | | 6 |
| Select two courses from AREA III (Math) | | 6 |
| Select two courses from AREA IV (Science) | | 6 |
| Select two courses from AREA V (Social Science) | | 6 |
| Select one course from AREA VI (Language/Health) | | 3 |
| **Total General Education Requirements** | | **36** |
| **LOWER DIVISION ELECTIVE COURSES*** | | **24** |
| **CONCENTRATION AREA PREPARATION COURSES*** | | **18** |
| **Total Lower Division Credit Hours** | | **78** |

**The concentration area preparation courses and the electives may come from the student's A.S., A.A.S., or A.A. degree program, provided the hours are deemed transferable credit (see pages 6-7 for determining the transferability of credit into the B.A.S. program). Please see a B.A.S. advisor for specific information on how your lower division courses meet these requirements and what additional coursework you may need to take to meet program admission and graduation requirements. Each concentration area within the degree has specific courses which must be taken at the lower level to prepare a student for upper division study.*

## UPPER DIVISION REQUIREMENTS

### COMMON CORE COURSES

**Required for all concentration areas**

| | | | CREDITS |
|---|---|---|---|
| BUL | 3130 | Legal & Ethical Environment of Business | 3 |
| FIN | 3400 | Principles of Financial Management | 3 |
| ISM | 4011 | Management Information Systems | 3 |
| MAN | 3025 | Administrative Management | 3 |
| MAN | 3240 | Organizational Theory and Management | 3 |
| MAN | 3301 | Human Resources Management | 3 |
| MAN | 4120 | Leadership Challenges and Supervision | 3 |
| **Total Core Course Credit Hours** | | | **21** |

**CONCENTRATION AREAS - STUDENT CHOOSES ONE AREA FROM THE FOLLOWING:**

## GENERAL MANAGEMENT CONCENTRATION (T701)

| | | CREDITS |
|---|---|---|
| GEB | 3213 Business Writing | 3 |
| MAN | 4162 Customer Relations for Business | 3 |
| MAN | 4401 Labor Relations Management | 3 |
| MAN | 4504 Operational Decision Making | 3 |
| MAR | 4802 Marketing for Managers | 3 |
| **Elective** - Choose GEB 3375, GEB 4113 or GEB 4891 | | 3 |
| GEB | 4935 Capstone Experience - General Management | 3 |
| **Total Concentration Area Credit Hours** | | **21** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=141**

## HEALTH MANAGEMENT CONCENTRATION (T702)

| | | CREDITS |
|---|---|---|
| GEB | 3213 Business Writing | 3 |
| HSA | 3110 Healthcare Organization & Management | 3 |
| HSA | 4421 Legal Aspects & Legislation in Healthcare | 3 |
| HSC | 4500 Epidemiology | 3 |
| MAN | 4504 Operational Decision Making | 3 |
| **Elective** – Choose HSA 3160, HSA 4109 or HSA 4553 | | 3 |
| HSA | 4938 Capstone Experience - Health Management | 3 |
| **Total Concentration Area Credit Hours** | | **21** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=142**

## PUBLIC SAFETY MANAGEMENT CONCENTRATION (T703)

| | | CREDITS |
|---|---|---|
| DSC | 3079 Foundations of Public Safety | 3 |
| DSC | 4034 Security & Emergency Communications | 3 |
| GEB | 3213 Business Writing | 3 |
| MAN | 4504 Operational Decision Making | 3 |
| PAD | 4393 Critical Incident Management | 3 |
| **Elective** – Choose PAD 4426, PAD 4442 or PAD 4604 | | 3 |
| DSC | 4710 Capstone Experience: Public Safety Management | 3 |
| **Total Concentration Area Credit Hours** | | **21** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=143**

**TOTAL DEGREE CREDIT HOURS 120**

# Associate in Arts

## AA

Transfer Degree

## Associate in Arts AA1000

**Program Web Site**

**www.palmbeachstate.edu/x3222.xml?id=36**

**Program Description**

Palm Beach State College's Associate in Arts (A.A.) transfer degree is designed for the student who plans to transfer to a Florida public university as a junior to complete a bachelor's degree. Students spend the first two years at Palm Beach State, where they prepare for hundreds of possible transfer majors, then their last two years at a university.

During their two years at Palm Beach State, students take the same courses that they would take as a freshman or sophomore at a university. That means a student plans his/her program of study around a planned major or career and the state university he/she wants to attend. A student graduates with an A.A. degree from Palm Beach State, transfers to a university, and earns a bachelor's degree in one of hundreds of different major areas available at the state universities.

The A.A. degree requirements include:

- 36 credit hours of General Education courses and
- 24 credit hours of university transfer program courses.

It is important that a student select appropriate courses in both the General Education and university transfer program areas. A Palm Beach State advisor can assist with course selection, or students can use the FACTS.org online system, as detailed in this catalog section.

The Associate in Arts degree contains 36 hours of General Education. Each A.A student must complete these courses with a "C" or higher to meet graduation requirements. The student must carefully choose the courses that will satisfy General Education requirements. By checking the FACTS.org system, students can determine which courses the university to which they would like to transfer accepts as satisfying program requirements. For example, MGF 1106 Liberal Arts Mathematics will satisfy the Associate in Arts degree requirements in mathematics but will not satisfy entrance requirements for a student who wishes to transfer to an upper division business administration program. It is imperative to check the **FACTS.org** Web site to find the correct courses, or see a Palm Beach State advisor.

**Career Path Notes**

Associate in Arts degree transfer programs - State universities in Florida offer more than 200 different majors that Palm Beach State students can pursue. Before planning a major, students are advised to:

- speak with a Palm Beach State advisor
- consult the catalog or the specific department at the university to which they plan to transfer to confirm which courses they should take at Palm Beach State.

All Florida community college Associate in Arts graduates are guaranteed certain rights under the statewide Articulation Agreement listed in Florida Administrative Code 6A-10.024. The Articulation Agreement governs the transfer of students from Florida public community colleges to the state university system. Guarantee of university admission does not guarantee admission to a limited access program. In a limited access program, the admissions requirements are more selective and may include a higher grade point average (GPA), higher test scores, auditions and/or portfolios. Selection for

admissions to university limited access programs is competitive. However, community college A.A. graduates have the same opportunity to enroll in these programs as students who began at the university.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program. Responsibility for understanding and meeting the requirements for graduation rests with the student. Refer to the Graduation Requirements information provided in the Academic Policies section of this catalog.

**Transfer Guidelines**

Foreign Language Requirement - For undergraduate admission to a state university, students must have earned two credits of sequential foreign language at the high school level. If a student did not complete this requirement while in high school, the requirement can be met through successful completion of eight credit hours in one foreign language, or demonstration of proficiency by passing a College Level Examination Program (CLEP) foreign language test. Satisfaction of this university admission requirement may not satisfy a specific university graduation requirement of foreign language for certain majors. Students are encouraged to determine the graduation requirements for the university they plan to attend.

Choosing the Proper Courses to Satisfy University Admission Requirements - All state universities have provided lists of courses that meet admission requirements for each of its majors. These lists, also known as "common prerequisites," detail the required courses needed in both General Education and university transfer program courses. In order to have each course at Palm Beach State count towards A.A. graduation and facilitate transfer to the desired major at the university, students should target their desired transfer university and major early in their coursework at Palm Beach State. Once a student has identified the university and program, finding the correct courses to take at the College can be accomplished by:

1. Meeting on a regular basis with a Palm Beach State advisor who can track your progress and make sure you are taking the correct courses for your desired university and major;

   OR

2. Using the Web site developed by the State of Florida to facilitate student transfer called FACTS.org (Florida Academic Counseling and Tracking for Students), which is detailed at the end of this section.

**Other Transfer Opportunities for the Associate in Arts Degree**

Palm Beach State College has transfer agreements with several private colleges and universities from around the nation. Included are all the members of Independent Colleges and Universities of Florida (ICUF). For transfer agreement information, visit **www.palmbeachstate.edu/transfer.xml**.

**Program Length**

Students may complete the program in two years if they attend full time.

**Location**

The program is offered at all Palm Beach State College campuses.

| **GENERAL EDUCATION REQUIREMENTS** | | **CREDITS** |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 | |
| -or- | | |
| ENC 1121 | Honors College Composition | 3 |
| ENC 1102 | College Composition 2 | |
| -or- | | |
| ENC1121 | Honors College Composition | |
| -or- | | |
| ENC1141 | Writing about Literature | 3 |
| SPC 1017 | Fundamentals of Speech Communications | 3 |
| Select two courses from AREA II (Humanities) | | 6 |
| Select two courses from AREA III (Math) | | 6 |
| Select two courses from AREA IV (Science) | | 6 |
| Select two courses from AREA V (Social Science) | | 6 |
| Select one course from AREA VI (Language/Health) | | 3 |
| **Total General Education Requirements** | | **36** |
| **ELECTIVES** | | |
| Common Prerequisite Courses | | 24 |
| **Total Credit Hours** | | **60** |

## Selecting Common Prerequisite courses - Overview of "FACTS" www.FACTS.org

The FACTS online system is the first of its kind in the nation to provide comprehensive access to information for Florida high school and college students. The system, found at **www.FACTS.org**, provides the student with access to information on programs and courses at Florida's 28 community colleges and 11 universities. Students can access transcripts and grades, and they can "degree-shop" to see how effectively their credits can transfer to other colleges and universities. To take an online tour, go the FACTS.org Web site and click on "Site Tour" from the navigation bar. To fully appreciate the scope and depth of the information provided, you are encouraged to explore this site. Some of the main topics are highlighted below.

**Career Planning**

FACTS.org provides career planning tools such as Florida Choices Planner and SIGI 3, and "FRED" (Florida Research and Economic Database), which provides detailed information on employers, income and wages, geographic area profiles and economic indicators.

**High School Planning**

This section of FACTS.org helps high school students to fulfill graduation requirements, helps students choose a college and provides scholarship information.

**College/Vocational-Technical Planning**

This section of FACTS.org provides comprehensive search capability for finding degree and certificate programs at technical centers, colleges and universities. It also includes links to college catalogs, student services, orientation and information for students with disabilities.

**Financial Aid Information**

This section of FACTS.org provides information on financial aid availability and the ability to apply online for some types of state and federal financial aid.

**Admissions**

Using the FACTS online common admissions application, students can apply to Palm Beach State or to multiple participating Florida colleges at one time. The student will only need to enter his/her personal information once but should keep in mind that most colleges charge application fees. It is important to visit individual Web sites for additional information on specific colleges or universities.

**Transfer Services**

This section of FACTS.org lists transfer requirements for graduating A.A. degree students, a transfer student bill of rights, and what to do if you have difficulty in transferring any courses. In addition, the site contains a transient student form.

**College Advising Tools**

Currently enrolled, transferring, or returning students may be able to access their personal information and utilize the following tools:

- Sample Degree Audit, to review requirements of a particular degree program at selected institutions.
- Institutional Degree Audit, to compare the student's academic record at his/her home institution to the major currently on record.
- Degree Program Shopping, to compare the student's academic record to the particular degree programs at his/her home institution.
- Remote Degree Program Shopping, to compare the student's academic record to particular degree programs at another institution.
- Planning, to compare the student's academic record along with courses he/she may want to take to particular degree programs at selected institutions.

**College Transcripts & Grades**

Currently enrolled, transferring or returning students may be able to access their unofficial Palm Beach State transcript through FACTS.org. This transcript is unofficial because it does not contain the official registrar's seal and may not contain test information, enrollment history, major(s), classification, and degrees awarded. However, an unofficial transcript is an accurate list of courses and grades as recorded by the institution.

**Fees & Payments**

This link in the FACTS.org system provides access to pay fees online to Palm Beach State.

**Records & Registration**

This link in the FACTS.org system provides access to records and registration through the Palm Beach State PantherWeb system.

**Distance Learning**

This section of the FACTS.org system provides information on distance learning opportunities through the Florida Virtual School and the Florida Distance Learning Consortium.

**Library Services**

This area of the FACTS.org system provides links to electronic library systems such as SUNLINK, the K-12 library system; LINCCWEB, the community college library system; and WebLuis, the university library system, along with library links from all Florida institutions.

**Advising Manuals**

The Florida Department of Education publishes several official advising documents and manuals on FACTS.org for access by counselors, students and parents. These include the Statewide Articulation Manual, the common prerequisite manual and the Independent Colleges and Universities (ICUF) Articulation Manual.

**How to use FACTS.org**

Most of the FACTS.org system does not require a log-in or password; however, applying to a college or university online requires a FACTS sign-on. A FACTS sign-on is a self-assigned, unique, log-in/password combination that is associated with all student-based personal information entered on the FACTS Web site. This sign-on is used to send an online application to Palm Beach State or another Florida college or university.

To access their transcripts or run a degree audit, students must use the student ID number and PIN code that they use to register online at the College. The FACTS system has online help and a glossary of terms to help users navigate through the system. Palm Beach State student services personnel also can help students learn to navigate the FACTS system.

# Business and Office Management

## PSAV

Life, Health and Variable Annuities Agent
Property and Casualty General Lines Agent
Real Estate Broker
Real Estate Sales Associate

## CCC

Accounting Technology
Banking Specialist-Financial Services
Business Administration and Management
Business Operations
Business Specialist
Food Service Management
Hospitality
Legal Office Management
Marketing
Office Management
Office Software Applications
Office Specialist
Office Support

## AAS/AS

Accounting Technology
Business Administration and Management
Hospitality and Tourism Management
Office Administration
Paralegal

## CCE (Corporate & Continuing Education)

Business

## Life, Health and Variable Annuities Agent PSAV 5470

**Program Web Site**
**www.palmbeachstate.edu/Insurance.xml**

**Program Description**

This PSAV program prepares the student to take the State of Florida licensing exam for a position as a life insurance agent, including health and variable annuities. This course is for all participants who deal with the ultimate consumer and must obtain a Florida insurance license.

Course content includes development of communication, critical thinking, human relations and employability skills. Topics included in the course: insurance terminology and concepts, federal and state regulations and legal contracts.

**Employment Opportunities**

This program prepares the student for an entry-level insurance position.

**Career Path Notes**

Upon successful completion of the program, the student may take the Florida Department of Insurance examination for licensure in Life, Health & Variable Annuities.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program hours: 40. Approximate program length: five weeks.

**Location**

The program is offered at the Boca Raton, Lake Worth and Palm Beach Gardens campuses.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| RMI 0092 | Life, Health, and Variable Annuities | 40 |
| **Total Program Hours** | | **40** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=8**

# Property and Casualty General Lines Agent

PSAV 5469

**Program Web Site**

**www.palmbeachstate.edu/Insurance.xml**

**Program Description**

This PSAV program is designed to prepare students to take the State of Florida licensing examination for the Property & Casualty General Lines (2.20 authority), in preparation for the position of general lines agent.

Topics include automobile, fire & allied lines, general liability, homeowner's insurance, crime & surety, worker's compensation, inland & ocean marine, aviation and boiler machinery. Course content includes development of communication, critical thinking, human relations and employability skills.

**Employment Opportunities**

The entry-level insurance agent understands automobile insurance, fire and allied lines, general liability, homeowners insurance, crime and surety, workers compensation, inland and ocean marine and aviation.

**Career Path Notes**

Upon successful completion of this program, the student may take the Florida Department of Insurance exam for licensure in Property & Casualty/General Lines.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program hours: 200. Approximate program length: 14 weeks.

**Location**

The program is offered at the Boca Raton, Lake Worth and Palm Beach Gardens campuses.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| RMI 0091 | Property and Casualty/General Lines | 200 |
| **Total Program Hours** | | **200** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=9**

# Real Estate Broker PSAV 5475

**Program Web Site**

**www.palmbeachstate.edu/RealEstate.xml**

**Program Description**

This PSAV program is a study of the principles and practices needed to become a real estate broker. Topics include getting started as a broker, valuing real property, listing and selling real property and specialties such as zoning, environmental issues and property management and real estate closings.

This program is designed to prepare students to become a real estate broker by successfully completing this course and then passing the state license exam.

**Employment Opportunities**

This is a career sales position and is based on industry opportunities.

**Career Path Notes**

Students must either have an active Florida real estate sales associate license for 12 months within the immediate past five years, or have an active real estate broker license, or sales associate license for 12 months within the immediate past five years from another state. Students must have a high school diploma or equivalent when applying for the state license.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program is 72 hours in length and available online only.

**Location**

Students can register at any Palm Beach State location for the course, or online through PantherWeb (**www.palmbeachstate.edu/pantherweb.xml**). The course is offered entirely online, including the final exam.

| REQUIRED COURSES | CLOCK HOURS |
|---|---|
| REE 0042 Real Estate Broker | 72 |
| **Total Program Hours** | **72** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=10**

# Real Estate Sales Associate

PSAV 5499

**Program Web Site**

**www.palmbeachstate.edu/RealEstate.xml**

**Program Description**

This PSAV program is a study of the basic principles, practices and theories of real property, economic value, legal implication and relationship to the sales associate and broker.

The pre-license course for real estate sales associates must be successfully completed prior to taking the state license examination.

**Employment Opportunities**

The program is designed to begin preparing students for employment as a real estate sales associate or to provide supplemental education for those previously or currently employed in this occupation.

**Career Path Notes**

Real estate is one of the major industry groups in the Florida economy. The selling and leasing of housing is an especially strong career opportunity in South Florida.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program hours: 63. Approximate program length: eight to ten weeks.

**Location**

The program is offered at the Boca Raton, Lake Worth and/or Palm Beach Gardens campuses. Class formats are classroom or online.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| REE 0047 | Florida Real Estate Sales Agent | 63 |
| **Total Program Hours** | | **63** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=33**

# Accounting Technology

CCC 6110

**Program Web Site**

**www.palmbeachstate.edu/Accounting.xml**

**Program Description**

This college credit certificate program is designed to prepare the student for entry-level employment in the accounting field.

Course content includes principles, procedures and theories of organizing and maintaining business and financial records and the preparation of accompanying financial reports.

**Employment Opportunities**

This credit program is designed to prepare the student for employment as an accounting clerk, junior accountant or assistant accountant, or to provide supplemental training for persons previously or currently employed in the accounting field.

**Career Path Notes**

Credits in this certificate program will transfer directly into the Associate in Science (A.S.) degree or Associate in Applied Science (A.A.S.) degree in Accounting Technology.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Students may complete the program in one year if they attend full time or two years part time.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| OST 1141L | Keyboarding for Microcomputer | 1 |
| OST 1108 | Building Typing Speed and Accuracy | 1 |
| MTB 1103 | Business Mathematics | 3 |
| OST 2335 | Business Communications | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| APA 1111 | Bookkeeping | 3 |
| ACG 2022 | Financial Accounting | 4 |
| ACG 2071 | Managerial Accounting | 3 |
| ACG 2450 | Microcomputer Operations Accounting | 3 |
| TAX 2000 | Federal Income Tax 1 | 3 |
| **Total Program Credits** | | **27** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=11**

# Banking Specialist-Financial Services CCC 6117

**Program Web Site**

**www.palmbeachstate.edu/Business.xml**

**Program Description**

This program is a college credit certificate for individuals currently employed in the banking industry or for those who would like to pursue a career in the banking field.

The Banking Specialist College Credit Certificate program provides students with both general knowledge and specific competencies that establish a foundation for a successful financial services career. This 12-credit certificate includes training in banking principles, law and banking, marketing for bankers and business communications.

**Employment Opportunities**

This certificate is well suited for individuals who plan to make banking a long-term career. Those individuals included career entry employees with clerical, administrative or customer service responsibilities.

**Career Path Notes**

Credits in this certificate program will transfer directly into the Associate in Applied Science (A.A.S.) degree in Business Administration Management.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Students may complete this program in one year.

**Location**

The program is offered at the Palm Beach Gardens campus.

| REQUIRED COURSES | CREDITS |
|---|---|
| BAN 1004 Principles of Banking | 3 |
| BAN 2800 Law and Banking: Principles | 3 |
| BAN 2511 Marketing for Bankers | 3 |
| OST 2335 Business Communications* | 3 |
| **Total Program Credits** | **12** |

**ENC1101 or ENC1121 will need to be completed as a prerequisite to OST2335 before this certificate can be awarded.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=12**

# Business Administration and Management CCC 6111

**Program Web Site**

**www.palmbeachstate.edu/Business.xml**

**Program Description**

This college credit certificate program is designed to prepare the student for employment in business.

Course content prepares the student to become proficient in the planning, organizing, directing and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing economic resources, and decision making. Emphasis is given to the ownership of small business enterprises. It also provides supplemental training for persons previously or currently operating or owning a small business.

**Employment Opportunities**

This program is designed to prepare the student for the operation of a small business or to become small business owners/entrepreneurs.

**Career Path Notes**

Credits earned in this certificate program will transfer into the Associate in Applied Science (A.A.S.) degree in Business Administration and Management.

**Admission Requirements**

High School diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in one year if you attend full time or two years if you attend part time.

**Location**

The program is offered at the Lake Worth and Belle Glade campuses.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| APA 1111 | Bookkeeping | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| GEB 1011 | Introduction to Business | 3 |
| MNA 2100 | Human Relations in Business | 3 |
| OST 2335 | Business Communications | |
| - or - | | |
| BUL 2241 | Business Law 1 | 3 |
| MAR 2011 | Principles of Marketing | 3 |
| MTB 1103 | Business Mathematics | 3 |
| SBM 2000 | Small Business Management | 3 |
| **Total Program Credits** | | **24** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=13**

# Business Operations
## CCC 6481

**Program Web Site**
**www.palmbeachstate.edu/Business.xml**

**Program Description**
This college credit certificate program is designed to prepare the student for entry-level employment in business.

Course content prepares the student to become proficient in the planning, organizing, directing and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing economic resources, and decision making. Emphasis is given to the ownership of small business enterprises. It also provides supplemental training for persons previously or currently operating or owning a small business.

**Employment Opportunities**
This program is designed to prepare the student for mid-management positions in a variety of business environments or to provide supplemental training for persons previously or currently employed in management occupations.

**Career Path Notes**
Credits earned in this certificate program will transfer into the Business Administration & Management College Credit Certificate and the Associate in Applied Science (A.A.S.) degree in Business Administration and Management.

**Admission Requirements**
High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**
Students must successfully complete all courses listed in the catalog for this program.

**Program Length**
The program can be completed in one year full time or 1-1/2 years part time.

**Location**
The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| APA 1111 | Bookkeeping | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| GEB 1011 | Introduction to Business | 3 |
| MNA 2100 | Human Relations in Business | 3 |
| MTB 1103 | Business Mathematics | 3 |
| SBM 2000 | Small Business Management | 3 |
| **Total Program Credits** | | **18** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=14**

# Business Specialist CCC 6480

**Program Web Site**
**www.palmbeachstate.edu/Business.xml**

**Program Description**
This college credit certificate program is designed to prepare the student for entry-level employment in business.

Course content prepares the student to become proficient in the planning, organizing, directing and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing economic resources, and decision making.

**Employment Opportunities**
This program is designed to prepare the student for mid-management positions in a variety of business environments or to provide supplemental training for persons previously or currently employed in management occupations.

**Career Path Notes**
Credits earned in this certificate program will transfer into Business Operations and the Business Administration and Management College Credit Certificates and the Associate in Applied Science (A.A.S.) degree in Business Administration and Management.

**Admission Requirements**
High School diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**
Students must successfully complete all courses listed in the catalog for this program.

**Program Length**
The program can be completed in one semester full time or one year part time.

**Location**
The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| CGS 1100 | Microcomputer Applications | 3 |
| GEB 1011 | Introduction to Business | 3 |
| MNA 2100 | Human Relations in Business | 3 |
| MTB 1103 | Business Mathematics | 3 |
| **Total Program Credits** | | **12** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=15**

# Food Service Management
## CCC 6115

**Program Web Site**
**www.palmbeachstate.edu/Hospitality.xml**

**Program Description**
This certificate is designed to introduce food service management concepts. The courses will provide a broad range of skills and knowledge that will be needed to enter into an entry-level management position.

Course content includes sanitation, food production, dining room service and management, and cost control practices.

**Employment Opportunities**
Employment opportunities include restaurants, hotel food service, country club kitchen management, catering management, or retail food production.

**Career Path Notes**
Courses earned in this certificate will transfer directly into the Associate of Applied Science (A.A.S.) or Associate (A.S.) degree in Hospitality and Tourism Management.

**Admission Requirements**
High School diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**
Students must successfully complete all courses listed in the catalog for this program.

**Program Length**
Approximate program length is one year.

**Location**
The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| HFT 1000 | Introduction to the Hospitality Business | 3 |
| FOS 1201 | Food Service Sanitation | 2 |
| FSS 1220 | Professional Cooking 1 | 1 |
| FSS 1220L | Professional Cooking Lab | 2 |
| HFT 1850C | Dining Room Management | 3 |
| FSS 1221C | Quantity Food Production 1 | 4 |
| FSS 2242C | International Foods | 3 |
| FSS 2500 | Food and Beverage Cost Control | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| FSS 2105 | Purchasing for the Hospitality Industry | 3 |
| **Total Required Course Credits** | | **27** |
| **ELECTIVES*** | | **3** |
| **Total Program Credits** | | **30** |

**Electives: select from courses with the prefixes FSS or HFT.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=16**

# Hospitality CCC 6116

**Program Web Site**
**www.palmbeachstate.edu/Hospitality.xml**

**Program Description**
This certificate is designed to introduce hotel management concepts. The courses will provide a broad range of skills and knowledge that will be needed to understand the management process within the lodging industry.

Course content includes security, personnel practices, purchasing, front office procedures, property operations management, and legal aspects of the hospitality industry.

**Employment Opportunities**
Employment opportunities include motel and hotel rooms division, country clubs, time shares, extended living hotels or condo hotels.

**Career Path Notes**
Courses earned in this certificate will transfer directly into the Associate of Applied Science (A.A.S.) or Associate (A.S.) degree in Hospitality and Tourism Management.

**Admission Requirements**
High School diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**
Students must successfully complete all courses listed in the catalog for this program.

**Program Length**
Approximate program length is one year.

**Location**
The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| HFT 1000 | Introduction to the Hospitality Business | 3 |
| HFT 2220 | Personnel Management Practices | 3 |
| FSS 2105 | Purchasing for the Hospitality Industry | 3 |
| HFT 2600 | Hospitality Industry Law | 3 |
| HFT 2410 | Hotel-Motel Front Office and Procedures | 3 |
| HFT 1630 | Management of Security in Hospitality | 3 |
| HFT 1313 | Hospitality Property Management | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| FSS 2500 | Food and Beverage Cost Control | 3 |
| **Total Required Course Credits** | | **27** |
| **ELECTIVES*** | | **3** |
| **Total Program Credits** | | **30** |

**Electives: select from courses with the prefixes FSS or HFT.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=17**

# Legal Office Management
## CCC 6112

**Program Web Site**
**www.palmbeachstate.edu/OfficeAdministration.xml**

**Program Description**
This college credit certificate program is designed to prepare the student for entry-level employment in a law office.

The students will gain an understanding of the legal system and prepare legal documents. Course content includes keyboarding, computer applications and legal office procedures.

**Employment Opportunities**
Course content prepares the student to work as a receptionist, word processor or office assistant in a law office. With additional training, the student can seek a career as a legal secretary or law office manager. This program also provides supplemental training for persons previously or currently employed in office careers.

**Career Path Notes**
Credits earned in this college credit certificate program will transfer directly into the Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree in Office Administration.

**Admission Requirements**
High School diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**
Students must successfully complete all courses listed in the catalog for this program.

**Program Length**
Students may complete the program in one year if they attend full time or two years part time.

**Location**
The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| CGS 1100 | Microcomputer Applications | 3 |
| MTB 1103 | Business Mathematics | 3 |
| OST 1100C | Beginning Keyboarding* | 3 |
| OST 1110C | Intermediate Keyboarding** | 3 |
| OST 1355 | Records Management | 3 |
| OST 2431 | Legal Office Procedures | 3 |
| OST 2621C | Legal Transcription | 3 |
| OST 2714C | Word Processing | 3 |
| **ELECTIVE*** ** | | **3** |
| **Total Program Credits** | | **27** |

**OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.*

***OST 1110C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0131 or pass the challenge exam for the course.*

****Elective: Select any credit course with the prefix BUL, OST, or PLA. OST 1141L cannot be used as an elective.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=18**

# Marketing CCC 6113

**Program Web Site**
**www.palmbeachstate.edu/BusinessAdministration.xml**

**Program Description**
This college credit certificate program is designed to prepare the student for entry-level employment in the marketing field.

Course content includes marketing, human relations, business law, management and bookkeeping.

**Employment Opportunities**
This credit program is designed to prepare the student for employment as an advertising and display specialist or marketing, advertising, & public relations specialist. This program also provides supplemental training for persons previously or currently employed in these occupations.

**Career Path Notes**
Credits earned in this certificate program will transfer into the Associate in Applied Science (A.A.S.) degree in Business Administration and Management.

**Admission Requirements**
High School diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**
Students must successfully complete all courses listed in the catalog for this program.

**Program Length**
Students may complete the program in one year if they attend full time or two years part time.

**Location**
The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| APA 1111 | Bookkeeping | 3 |
| BUL 2241 | Business Law 1 | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| MAR 2011 | Principles of Marketing | 3 |
| MKA 1511 | Advertising | 3 |
| MKA 2021 | Personal Selling | 3 |
| MNA 2100 | Human Relations in Business | 3 |
| SBM 2000 | Small Business Management | 3 |
| **Total Program Credits** | | **24** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=19**

# Office Management
## CCC 6114

**Program Web Site**
**www.palmbeachstate.edu/OfficeAdministration.xml**

**Program Description**
This college credit certificate program is designed to prepare the student for entry-level employment in an office setting. Course content includes keyboarding, computer applications and office procedures.

**Employment Opportunities**
Course content prepares the student for employment as a receptionist, file clerk, general office clerk, or word processor. With additional training, a student can seek a career as an administrative assistant or office manager. This program also provides supplemental training for persons previously or currently employed in office careers.

**Career Path Notes**
Credits earned in this certificate program will transfer directly into the Associate in Science (A.S.) degree or Associate in Applied Science (A.A.S.) degree in Office Administration.

**Admission Requirements**
High School diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**
Students must successfully complete all courses listed in the catalog for this program.

**Program Length**
Students may complete the program in one year if they attend full time or two years part time.

**Location**
The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| APA 1111 | Bookkeeping | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| MTB 1103 | Business Mathematics | 3 |
| OST 1100C | Beginning Keyboarding* | 3 |
| OST 1110C | Intermediate Keyboarding** | 3 |
| OST 1355 | Records Management | 3 |
| OST 2402 | Office Procedures and Technology | 3 |
| OST 2714C | Word Processing | 3 |
| **ELECTIVES** | | |
| CGS 1513 | Electronic Spreadsheets | 3 |
| | -or- | |
| CGS 1543 | Database Management | 3 |
| | -or- | |
| Select any credit course with the OST prefix*** | | 3 |
| **Total Program Credits** | | **27** |

**OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.*

***OST 1110C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0131 or pass the challenge exam for the course.*

****OST 1141L cannot be used as an elective.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=20**

# Office Software Applications CCC 6484

**Program Web Site**
**www.palmbeachstate.edu/OfficeAdministration.xml**

**Program Description**
This college credit certificate program is designed to prepare the student for entry-level employment in an office setting.

Course content includes keyboarding, computer applications and office procedures.

**Employment Opportunities**
Course content prepares the student for employment as an administrative support assistant or general office assistant with expertise in word processing, spreadsheets, database, presentation graphics and desktop publishing applications. With additional training, a student can seek a career as an administrative assistant or office manager. This program also provides supplemental training for persons previously or currently employed in office careers.

**Career Path Notes**
Credits earned in this certificate program will transfer directly into the Associate in Applied Science (A.A.S.) degree in Office Administration.

**Admission Requirements**
High School diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**
Students must successfully complete all courses listed in the catalog for this program.

**Program Length**
Students may complete the program in one year if they attend full time or two years part time.

**Location**
The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| CGS 1513 | Electronic Spreadsheets | 3 |
| CGS 1543 | Database Management | 3 |
| MTB 1103 | Business Mathematics | 3 |
| OST 1100C | Beginning Keyboarding* | 3 |
| OST 1811 | Desktop Publishing | 3 |
| OST 1828 | Presentation Graphics for Business | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| OST 2402 | Office Procedures and Technology | 3 |
| OST 2714C | Word Processing | 3 |
| **Total Program Credits** | | **27** |

**OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.*

***OST 1141L cannot be used as an elective.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=21**

# Office Specialist CCC 6483

**Program Web Site**
**www.palmbeachstate.edu/OfficeAdministration.xml**

**Program Description**
This college credit certificate program is designed to prepare the student for entry-level employment in an office setting.

Course content includes keyboarding, computer applications and office procedures.

**Employment Opportunities**
Course content prepares the student for employment as an office assistant, receptionist, file room specialist, or word processor. With additional training, a student can seek a career as an administrative assistant or office manager. This program also provides supplemental training for persons previously or currently employed in office careers.

**Career Path Notes**
Credits earned in this certificate program will transfer directly into the Office Software Applications, Office Management, or Legal Office Management College Credit Certificates (CCC) or an Associate in Applied Science (A.A.S.) degree in Office Administration.

**Admission Requirements**
High School diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**
Students must successfully complete all course listed in the catalog for this program.

**Program Length**
Students may complete the program in one year if they attend full time or a year and a half part time.

**Location**
The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| CGS 1100 | Microcomputer Applications | 3 |
| OST 1100C | Beginning Keyboarding* | 3 |
| OST 1355 | Records Management | 3 |
| OST 2402 | Office Procedures and Technology | 3 |
| OST 2714C | Word Processing | 3 |
| **ELECTIVE** | | **3** |
| Select any credit course with the OST prefix** | | 3 |
| **Total Program Credits** | | **18** |

**OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.*

***OST 1141L cannot be used as an elective.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=22**

# Office Support CCC 6482

**Program Web Site**
**www.palmbeachstate.edu/OfficeAdministration.xml**

**Program Description**
This college credit certificate program is designed to prepare the student for entry-level employment in an office setting.

Course content includes keyboarding, computer applications and office procedures.

**Employment Opportunities**
Course content prepares the student for employment as an office assistant, receptionist, or word processor. With additional training, a student can seek a career as an administrative assistant or office manager. This program also provides supplemental training for persons previously or currently employed in office careers.

**Career Path Notes**
Credits earned in this certificate program will transfer directly into the Office Specialist, Office Software Applications, Office Management, or Legal Office Management College Credit Certificates (CCC) or an Associate in Applied Science (A.A.S) degree in Office Administration.

**Admission Requirements**
High School diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**
Students must successfully complete all courses listed for this program in the catalog.

**Program Length**
Students may complete the program in one semester if they attend full time or one year part time.

**Location**
The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| CGS 1100 | Microcomputer Applications | 3 |
| OST 1100C | Beginning Keyboarding* | 3 |
| OST 2402 | Office Procedures and Technology | 3 |
| OST 2714C | Word Processing | 3 |
| **Total Program Credits** | | **12** |

**OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=23**

# Accounting Technology

## AAS A042 / AS 2050

**Program Web Site**

**www.palmbeachstate.edu/Accounting.xml**

**Program Description**

This degree program is designed for the student who will seek immediate employment in the accounting field upon graduation or who is presently employed in accounting and allied fields and desires advancement.

Course content includes accounting, tax, computer applications and business communications.

**Employment Opportunities**

The program prepares the student for employment as a paraprofessional accountant or an assistant to an accountant (C.P.A.) performing tax and management advisory services, or as a full-charge bookkeeper to include management duties. Students can work in businesses, government agencies and accounting firms.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years if you attend full time or three years if you attend part time.

**Location**

The program is offered at the Lake Worth campus.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 (A.S. students) | 3 |
| ENC 1210 | Technical Communications (A.A.S. students) | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF 1106 | Liberal Arts Mathematics (or any course from the Area III) (A.S. students)* | 3 |
| MTB 1103 | Business Mathematics (A.A.S. students) | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| **Total Required General Education Credits** | | **18** |
| **REQUIRED COURSES** | | |
| ACG 2022 | Financial Accounting | 4 |
| ACG 2071 | Managerial Accounting | 3 |
| ACG 2100 | Intermediate Accounting | 3 |
| ACG 2360 | Cost Accounting | 3 |
| ACG 2450 | Microcomputer Operations - Accounting | 3 |
| CGS 1513 | Electronic Spreadsheets | 3 |
| APA 1111 | Bookkeeping | 3 |
| APA 2172 | Computerized Bookkeeping | 3 |
| BUL 2241 | Business Law 1 | |
| - or - | | |
| GEB 1011 | Introduction to Business | |
| - or - | | |
| MAN 2021 | Principles of Management | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| MNA 2100 | Human Relations in Business | 3 |
| OST 2335 | Business Communications | 3 |
| TAX 2000 | Federal Income Tax 1 | 3 |
| TAX 2010 | Federal Income Tax 2 | 3 |
| **Total Required Course Credits** | | **43** |
| **ELECTIVES** | | |
| Business Electives** | | 3 |
| **Total Program Credits** | | **64** |

** Students who complete the Accounting Technology College Credit Certificate (C.C.C.) can articulate that certificate into the Associate in Applied Science (A.A.S.). Those planning to complete the Associate in Science (A.S.) will also need to take MGF 1106.*

***Business Electives: Select from courses with the prefixes BUL, CGS, ECO, GEB, MAN, MAR, MKA, MNA, OST, PLA, SBM, or TAX.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=4**

# Business Administration and Management AAS A087

**Program Web Site**

**www.palmbeachstate.edu/Business.xml**

**Program Description**

This degree program is designed for the student who seeks a broad background in business, seeks to start a small business, or wants to advance in a current position.

Course content includes bookkeeping concepts, management and supervision, human relations, marketing and communications.

**Employment Opportunities**

Employment opportunities are very broad in scope. For more information, visit the Career Center.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years if you attend full time or three years if you attend part time.

**Location**

The program is offered at the Lake Worth and Belle Glade campuses.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF 1106 | Liberal Arts Mathematics (or any course from the Area III) | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| **Total Required General Education Credits** | | **18** |
| **REQUIRED COURSES** | | |
| APA 1111 | Bookkeeping | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| ENC 1102 | College Composition 2 | |
| - or - | | |
| ENC 1210 | Technical Communications | |
| - or - | | |
| OST 2335 | Business Communications | 3 |
| GEB 1011 | Introduction to Business | 3 |
| MAR 2011 | Principles of Marketing | 3 |
| MNA 2100 | Human Relations in Business | |
| - or - | | |
| MNA 2345 | Principles of Supervision | 3 |
| MTB 1103 | Business Mathematics | 3 |
| Business Electives * | | 15 |
| General Electives ** | | 10 |
| **Total Required Course Credits** | | **46** |
| **Total Program Credits** | | **64** |

**Business Electives: Select from courses with the prefixes ACG, ACO, APA, BUL, CGS, ECO, GEB, MAN, MAR, MKA MNA, OST, PLA, SBM or TAX.*

***General Electives: Choose any credit course from any discipline to total 10 credits.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=24**

# Hospitality and Tourism Management AAS A100 /AS2060

**Program Web Site**

**www.palmbeachstate.edu/Hospitality.xml**

**Program Description**

This degree program is designed for the student seeking a management career in the hospitality industry as well as other allied fields.

Course content includes food service, menu planning, cooking, hospitality management and hotel administration.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml.**

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years if you attend full time or three years if you attend part time.

**Location**

The program is offered at the Lake Worth campus.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

| | | |
|---|---|---|
| ENC 1101 | College Composition 1 | 3 |
| MAT 1033 | Intermediate Algebra (A.A.S. students) | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Mathematics – Area III (A.S. students) | | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| **Total Required General Education Credits** | | **15/18** |

**REQUIRED COURSES**

| | | |
|---|---|---|
| ACG 2022 | Financial Accounting | 4 |
| CGS 1100 | Microcomputer Applications | 3 |
| FOS 1201 | Food Service Sanitation | 2 |
| FSS 1220 | Professional Cooking | 2 |
| FSS 1220L | Professional Cooking Lab | 1 |
| FSS 1221C | Quantity Food Production 1 | 4 |
| FSS 2105 | Purchasing for the Hospitality Industry | 3 |
| FSS 2242C | International Foods | 3 |
| FSS 2500 | Food and Beverage Cost Control | 3 |
| HFT 1000 | Introduction to the Hospitality Business | 3 |
| HFT 1313 | Hospitality Property Management | 3 |
| HFT 1630 | Management of Security in the Hospitality Business | 3 |
| HFT 1850C | Dining Room Management | 3 |
| HFT 2220 | Personnel Management Practices | 3 |
| HFT 2410 | Hotel-Motel Front Office and Procedures | 3 |
| HFT 2510 | Sales Promotion and Advertising in Hotels and Food Service | 3 |
| HFT 2600 | Hospitality Industry Law | 3 |
| **Total Required Course Credits** | | **49** |
| **Total Program Credits** | | **64** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=25**

# Office Administration

## AAS A521

**Program Web Site**

**www.palmbeachstate.edu/OfficeAdministration.xml**

**Program Description**

The Office Administration program is an Associate in Applied Science degree that prepares the student to work in a variety of administrative and office environments.

The program offers course content which includes bookkeeping concepts, keyboarding skills, legal concepts, computer applications, office procedures and business communications.

**Employment Opportunities**

Upon completion you may be employed as an administrative assistant, secretary, office manager (with related experience), office assistant or legal secretary.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml.**

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years if you attend full time or three years if you attend part time.

**Location**

The program is offered at the Lake Worth campus.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

| | | |
|---|---|---|
| ENC 1101 | College Composition 1 | 3 |
| MTB 1103 | Business Mathematics | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| **Total Required General Education Credits** | | **15** |

**REQUIRED COURSES**

| | | |
|---|---|---|
| APA 1111 | Bookkeeping | 3 |
| CGS 1513 | Electronic Spreadsheets | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| CGS 1543 | Database Management | 3 |
| -or- | | |
| OST 1811 | Desktop Publishing | 3 |
| OST 1100C | Beginning Keyboarding* | 3 |
| OST 1108 | Building Typing Speed and Accuracy | 1 |
| OST 1110C | Intermediate Keyboarding** | 3 |
| OST 1355 | Records Management | 3 |
| OST 1783 | Workplace Technologies | 3 |
| OST 1828 | Presentation Graphics for Business | 3 |
| OST 1831 | Microsoft Windows | 1 |
| OST 2335 | Business Communications | 3 |
| OST 2339 | Business English Review | 1 |
| OST 2402 | Office Procedures and Technology | 3 |
| OST 2714C | Word Processing | 3 |
| OST 2501 | Administrative Office Management | 3 |
| OST 1384 | Customer Service | 3 |
| **Total Required Course Credits** | | **45** |

**ELECTIVES – Choose 3 credits**

| | | |
|---|---|---|
| ACG 2022 | Financial Accounting | 4 |
| APA 2172 | Computerized Bookkeeping | 4 |
| ACG 2450 | Microcomputer Operations Accounting | 3 |
| BUL 2241 | Business Law 1 | 3 |
| CGS 2555 | Introduction to the Internet | 3 |
| CGS 1543 | Database Management | 3 |
| GEB 1011 | Introduction to Business | 3 |
| MNA 2100 | Human Relations in Business | 3 |
| OST 2431 | Legal Office Procedures | 3 |
| OST 2621C | Legal Transcription | 3 |
| OST 2603C | Machine Transcription | 3 |
| OST 1811 | Desktop Publishing | 3 |
| SBM 2000 | Small Business Management | 3 |
| TAX 2000 | Federal Income Tax 1 | 3 |
| **Total Required Elective Credits** | | **3** |
| **Total Program Credits** | | **63** |

**OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.*

***OST 1110C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0131 or pass the challenge exam for the course.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=26**

# Paralegal AS 2505

**Program Web Site**

**www.palmbeachstate.edu/Paralegal.xml**

**Program Description**

This degree program prepares the student for employment as a legal assistant/paralegal in law-related occupations, including public and private law practice and/or corporate or government law-related activities.

Course content includes legal concepts, court systems, tort law, business law, real estate law, immigration, estate law, bankruptcy and legal communications.

**Employment Opportunities**

Graduation from this program will qualify a student to sit for the National Association of Legal Assistants national exam to become a Certified Legal Assistant (CLA). Students are encouraged to take this exam.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years if you attend full time or three years if you attend part time.

**Location**

The program is offered at the Lake Worth and Palm Beach Gardens campuses.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Math or Science – Areas III or IV | | 3 |
| Any course from Social Science - Area V | | 3 |
| **Total Required General Education Credits** | | **18** |
| **REQUIRED COURSES** | | |
| BUL 2241 | Business Law 1 | 3 |
| BUL 2242 | Business Law 2 | 3 |
| PLA 1003 | Introduction to Paralegalism | 3 |
| PLA 1104 | Legal Writing and Research 1 | 3 |
| PLA 1273 | Tort Law | 3 |
| PLA 2114 | Legal Writing and Research 2 | 3 |
| PLA 2209 | Court Systems: Procedures & Pleadings 1 | 3 |
| PLA 2229 | Court Systems: Procedures & Pleadings 2 | 3 |
| PLA 2483 | Administrative Law | 3 |
| PLA 2600 | Administration of Estates | 3 |
| PLA 2611 | Real Estate Law & Property Transactions | 3 |
| PLA 2630 | Real Estate Closing & Document Preparation | 3 |
| PLA 2465 | Bankruptcy Law and Procedures | 2 |
| PLA 2841 | Immigration Law and Procedures | 2 |
| **Total Required Course Credits** | | **40** |
| **ELECTIVES - Choose 6 credits** | | |
| CJL 2100 | Criminal Law | 3 |
| PLA 1949C | Co-op: Legal Assistant 1 | 3 |
| PLA 2800 | Family Law | 3 |
| PLA 2762 | Paralegal Office Systems | 3 |
| POS 1041 | Introduction to American Government | 3 |
| **Total Required Elective Credits** | | **6** |
| **Total Program Credits** | | **64** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=27**

# Business

## CCE

Palm Beach State offers many continuing education courses in the business area, including customized business & industry training, insurance and many other exciting opportunities. Please visit **www.palmbeachstate.edu/cce.xml** for more information.

# Child Care, Human Services and Teacher Education

## PSAV

40-Hour Introductory Child Care Training Certification
- BIRTH TO 5 YEARS
- SCHOOL AGE CHILDREN 5 YEARS AND UP – THROUGH GRADE 5

30-Hour Family Child Care Certification

Caring for Children Birth to 3 Years

Early Childhood Professional Certificate (ECPC)
- PRESCHOOL
- BILINGUAL

School Age Professional Certificate (SAPC)

## CCC

Child Care Center Management

Educational Assisting

High/Scope Preschool Approach Curriculum

Infant/Toddler

Montessori Preschool Curriculum Specialization

Pre-School

School Age

Human Services

Youth Development

## AAS/AS

Early Childhood Education
- SPECIALTY CONCENTRATIONS:
  - EARLY CHILDHOOD EDUCATION
  - MONTESSORI

Educational Assisting

Human Services
- SPECIALTY CONCENTRATIONS:
  - HUMAN SERVICES – GENERAL
  - HUMAN SERVICES – YOUTH DEVELOPMENT

## CCE (Corporate & Continuing Education)

Child Care

Human Services

## Special Program

Teacher Certification Program

## Child Care PSAV 5348

### 40-Hour Introductory Child Care Training Certification (Birth to 5 Years)

**Program Web Site**

**www.palmbeachstate.edu/childcare.xml**

**Program Description**

This PSAV program fulfills the child care training required by the Florida Department of Children and Families for child care providers working in a licensed child care facility.

Child care providers serving children birth to 5 years old must complete: Part I Rules and Regulation-Center Based, Part II Introduction to Child Care Worker Certification, and Part III 10-Hour Component.

**PART I – RULES AND REGULATION-CENTER BASED**

This course fulfills Part I of three parts required to complete the 40-Hour Introductory Child Care Training mandated by the Department of Children and Families for child care workers. This course is designed to give child care facility providers an overview of state and local rules and regulations that govern the child care industry. It does not offer a formal award.

**PART II – INTRODUCTION TO CHILD CARE WORKER CERTIFICATION**

This course fulfills Part II of three parts required to complete the 40-Hour Introductory Child Care Training mandated by the Department of Children and Families for child care workers. This course combines the Introductory Child Care training with the 10-Hour Behavioral Observation and Screening component for a total of 24 hours of training. This course provides training on identifying and reporting child abuse and neglect; health, safety, and nutrition; child growth and development as well as behavioral observation and screening techniques.

**PART III – 10-HOUR APPROPRIATE PRACTICES**

These courses complete Part III of the 40-Hour Introductory Child Care Training mandated by the Department of Children and Families for child care worker certification necessary for employment in a licensed child care facility. This component includes appropriate practices for preschool, school-age children, infants and toddlers and children with special needs. It does not offer a formal award.

***Please note: The 10-Hour Preschool Appropriate Practices is required for students interested in participating in the Early Childhood Professional Certificate (ECPC).*

**Career Path Notes**

Palm Beach State has additional credit child care and education programs.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml.**

**Admission Requirements**

Students must complete College Application **(www.palmbeachstate.edu/Admissions.xml)**. No high school diploma (or equivalent) is required.

After registering and paying the applicable tuition fee students must ALSO register for the class on the Department of Children and Families Web site: **www.myflorida.com/childcare/training**. For additional information regarding scheduling the exam visit **www.palmbeachstate.edu/childcare.xml** (select Child Care Exam).

**Completion Requirements**

Students are required to successfully pass with a score of 70 percent or better the state-mandated competency tests to be awarded their child care certification to work in a licensed child care facility.

For all information related to the competency exam required for child care certification visit **www.myflorida.com/childcare/training** or **www.palmbeachstate.edu/childcare.xml** (select Child Care Exam).

**Program Length**

Total program hours: 40.

**Location**

The program is offered at all Palm Beach State campuses.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| **Part I – Introduction to Child Care** | | |
| HEV 0114 | Rules & Regulations for Center Based | 6 |
| **Part II – Child Care Certification** | | |
| HEV 0115 | Introductory Child Care Worker Certification | 24 |
| **Part III – 10-Hour Component-Student Specialty (select one)** | | |
| HEV 0167 | 10-Hour Preschool Appropriate Practices | 10 |
| HEV 0106 | 10-Hour Infant/Toddler Appropriate Practices | 10 |
| HEV 0198 | 10-Hour School Age Appropriate Practices | 10 |
| HEV 0123 | 10-Hour Special Needs Appropriate Practices | 10 |
| **Total Program Hours** | | **40** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=29**

# Child Care PSAV 5362

## Introductory Child Care Training Certification (School Age Children 5 Years and Up – Through Grade 5)

**Program Web Site**

**www.palmbeachstate.edu/childcare.xml**

**Program Description**

This PSAV program fulfills the child care training required by the Florida Department of Children and Families for afterschool providers working with children and youths ages 5 years old and up in a licensed a child care facility.

Afterschool providers serving school age children 5 years and up (through grade 5) must complete: School Age Program Certification and Foundations of Advancing Youth Development (AYD) Principles.

**PART I: SCHOOL AGE CHILD CARE CERTIFICATION**

This certification is state mandated for afterschool providers serving school age children ages 5 and up (through grade 5). This training includes topics covering local rules and regulations; identifying and reporting child abuse and neglect; health, safety and nutrition and school age appropriate practices.

**PART II: FOUNDATIONS OF ADVANCING YOUTH DEVELOPMENT (AYD) PRINCIPLES**

This certification fulfills the remaining 12 hours of training required by the state for afterschool providers serving school age children ages 5 and up (through grade 5). This training will introduce afterschool providers to a specialized school age curriculum focusing on the stages of development for children ages 5 and up.

**Career Path Notes**

Palm Beach State has additional credit child care and education programs.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Students must complete College Application **(www.palmbeachstate.edu/Admissions.xml)**. No high school diploma (or equivalent) is required.

Follow this additional step if registering for PART 1-School Age Child Care Certification:

After registering and paying the applicable tuition fee students must ALSO register for the class on the Department of Children and Families Web site: **www.myflorida.com/childcare/training**. For additional information regarding scheduling your child care exam visit **www.palmbeachstate.edu/childcare.xml** (select Child Care Exam).

**Completion Requirements**

Students are required to successfully pass with a score of 70 percent or better the state-mandated competency tests for Part 1 School Age Child Care. For all information related to the DCF competency exam required for child care certification visit **www.myflorida.com/childcare/training** or **www.palmbeachstate.edu/childcare.xml** (select Child Care Exam).

Students are required to successfully pass with a score of 70 percent or better the exam for Part 2 Foundations of Advancing Youth Development (AYD) administered the last class session.

Certification will be awarded to work in a licensed afterschool program to those students passing the required exam for both Part I & II classes.

**Program Length**

Total program hours: 40.

**Location**

The program is offered at all Palm Beach State campuses.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| **Part I – 28-Hour School Age Child Care Certification** | | |
| HEV 0803 | Part 1 – School Age Program Certification | 28 |
| **Part II – 12-Hour School Age Child Care Curriculum** | | |
| HEV 0804 | Part 2 – Foundations of Advancing Youth Development (AYD) Principles | 12 |
| **Total Program Hours** | | **40** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=30**

# Child Care PSAV 5363

## 30-Hour Family Child Care Certification

**Program Web Site**

**www.palmbeachstate.edu/childcare.xml**

**Program Description**

This PSAV program fulfills the child care training required by the Florida Department of Children and Families for child care providers to operate a licensed family child care home.

Home child care providers serving children birth to 5 years old must complete a two part course: Part 1 Rules and Regulations-Family and Part II Introduction to Child Care Worker Certification.

**Part I – Rules and Regulations-Family**

This course is designed to give family child care home providers an overview of the state and local rules and regulations that govern the child care industry. The goal of this course is to ensure family child care professionals recognize the primary laws that govern child care in Florida and understand the role of the regulatory agencies that enforce those laws. The student will be introduced to course material that will be covered on the Department of Children and Families mandated competency test:

1. Participants will understand how the law defines their roles and responsibilities as child care professionals.
2. Participants will understand the responsibilities of regulatory agencies involved in licensing and inspecting family child care home programs.
3. Participants will identify and understand the primary laws, rules and regulations that govern state and local licensing and child care practices.
4. Participants will understand key business practices related to providing licensed child care in Florida.

**Part II – Introduction to Child Care Worker Certification**

This course fulfills Part II of two Parts required to complete the 30-Hour Family Child Care Training mandated by the Department of Children and Families for child care workers. This course combines the Introductory Child Care training with the 10-Hour Behavioral Observation and Screening component for a total of 24 hours of training. This course provides training on identifying and reporting child abuse and neglect; health, safety and nutrition; child growth and development as well as behavioral observation and screening techniques.

**Career Path Notes**

Palm Beach State has additional credit child care and education programs.

**Program Learning Outcomes**

To view the program learning outcomes, please see the web page at **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Students must complete College Application **(www.palmbeachstate.edu/Admissions.xml)**. No high school diploma (or equivalent) is required.

After registering and paying the applicable tuition fee students must ALSO register for the class on the Department of Children and Families Web site: **www.myflorida.com/childcare/training**. For additional information regarding scheduling the exam visit **www.palmbeachstate.edu/childcare.xml** (select Child Care Exam).

**Completion Requirements**

Students are required to successfully pass with a score of 70 percent or better the state-mandated competency tests to be awarded their child care certification to work in a licensed family child care home.

For all information related to the competency exam required for child care certification visit **www.myflorida.com/childcare/training** or **www.palmbeachstate.edu/childcare.xml** (select Child Care Exam).

**Program Length**

Total required hours: 30.

**Location**

The program is offered at all Palm Beach State campuses.

| REQUIRED COURSE | | CLOCK HOURS |
|---|---|---|
| **Part I – Introduction to Childcare** | | |
| HEV 0118 | Rules & Regulations for Family Childcare | 6 |
| **Part II – Child Care Certification** | | |
| HEV 0115 | Introductory Child Care Worker Certification | 24 |
| **Total Program Hours** | | **30** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=31**

# Child Care PSAV 5390

## Caring for Children Birth to 3 Years

**Program Web Site**

**www.palmbeachstate.edu/childcare.xml**

**Program Description**

This program prepares the student who works with children Birth to 3 Years old in a licensed child care facility or family child care home for the National CDA Credential. The program is divided into three modules covering the eight content areas for the Florida Child Care Professional Certificate (FCCPC) in which a student must demonstrate competence.

The student will successfully complete 120 hours of formal classroom instruction in the six competency goals, a 2-hour observation during Module 1 and Module 3, document 480 hours of work experience and complete all other Palm Beach State requirements. Upon completion of the program the student will be awarded a Florida Child Care Professional Certificate (FCCPC) from the Department of Children and Families.

**Employment Opportunities**

A student completing this program may find employment opportunities as an early childhood provider, practitioner, lead or assistant teacher, curriculum specialist, director and program administrator, just to name a few opportunities in the early childhood field.

**Career Path Notes**

The student who has earned a Department of Children and Families FCCPC from Palm Beach State can receive college credits toward an associate in science degree (A.S.) in Early Childhood Education. Please refer to the Early Childhood Education (A.S.) section for detailed information on the process of receiving such credits or call (561) 862-4719.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

These requirements must be met before registering for the Caring for Children Birth to 3 Years program:

**PREREQUISITES**

- Mastery of the English language
- 40-Hour Introductory Child Care Training Certification (Part I, II, & III) or 30-Hour Family Child Care Training Certification (Part I & II)
- Employed in a licensed child care facility or family child care home working with children birth to 3 years old
- 5- Hour Emergent Literacy course

An official high school diploma or GED transcript must be on file at the Registrar's Office. The transcript must show that the student graduated with a standard diploma from an accredited high school accepted by Palm Beach State. The transcript must be received and accepted by the registrar before the end of Module 1 for the student to be eligible to continue in this program and register for Module 2.

Students must also submit a College Application. Go to **www.palmbeachstate.edu/Admissions.xml**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total Required Hours: 124.

**Location**

The program is offered at all Palm Beach State campuses.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| HEV 0807 | Caring for Children Birth – 3 Years Module 1 | 42 |
| HEV 0808 | Caring for Children Birth – 3 Years Module 2 | 40 |
| HEV 0809 | Caring for Children Birth – 3 Years Module 3 | 42 |
| **Total Program Hours** | | **124** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=158**

# Child Care PSAV 5364

## Early Childhood Professional Certificate (ECPC) – Preschool

**Program Web Site**

**www.palmbeachstate.edu/childcare.xml**

**Program Description**

The Department of Education Early Childhood Professional Certificate (ECPC) program prepares the student who works with children 3 to 5 years old in a licensed child care setting for the National CDA Credential.

The student will successfully complete 120 hours of formal classroom instruction in the six competency goals, a 2-hour observation during Module 1 and Module 3, document 480 hours of work experience and complete all other Palm Beach State requirements.

Upon completion of the program the student will be awarded a Department of Education Early Childhood Professional Certificate (ECPC).

**Career Path Notes**

The student who has earned a Department of Education ECPC Certificate from Palm Beach State can receive college credits toward an Associate in Science degree (A.S.) in Early Childhood Education. For more information call (561) 862-4719.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

These requirements must be met before registering for the ECPC program:

**PREREQUISITES**

- Mastery of the English language
- 40-Hour Introductory Child Care Training Certification
- 10-Hour Preschool Appropriate Practices
- Employed in a licensed child care setting working with children 3 to 5 years old
- 5- Hour Emergent Literacy course

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

The transcript must be received and accepted by the registrar before the end of Module 1 for the student to be eligible to continue in this program and register for Module 2.

**Completion Requirements**

Students must successfully pass each ECPC module with a passing grade of A, B or C and complete all additional requirements for each of the modules in order to be eligible to continue in the program. Once the student has successfully passed each module, a Department of Education Early Childhood Professional Certificate (ECPC) will be awarded.

**Program Length**

Total Required Hours: 600.

**Location**

The program is offered at all Palm Beach State campuses.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| HEV 0130 | Early Childhood Professional Certificate (ECPC) Module 1 | 42 |
| HEV 0131 | Early Childhood Professional Certificate (ECPC) Module 2 | 40 |
| HEV 0132 | Early Childhood Professional Certificate (ECPC) Module 3 | 42 |
| **Total Program Hours** | | **124** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=34**

# Child Care PSAV 5371*

## Bilingual Early Childhood Professional Certificate (ECPC) – Preschool

***NOTE: This program is suspended and is not accepting new students.**

**Program Web Site**

**www.palmbeachstate.edu/childcare.xml**

**Program Description**

This Bilingual Early Childhood Professional Certificate (ECPC) program prepares the Spanish-speaking student who works with children 3 to 5 years old in a licensed child care setting for the National CDA Credential.

Students enrolled in the bilingual ECPC program will also be required to complete 45 hours of customized ESOL instruction focusing on vocabulary from the ECPC course content and child care setting.

The student will successfully complete 120 hours of formal classroom instruction delivered in Spanish and English covering the six competency goals, a 2-hour observation during Module 1 & Module 3, document 480 hours of work experience and complete all other Palm Beach State requirements. The student will also be required to complete 45 hours of customized ESOL/ECPC instruction.

Upon completion of both programs (ECPC and ESOL) the student will be awarded a Department of Education Early Childhood Professional Certificate (ECPC) and ESOL/ECPC Certificate of Attendance.

**Career Path Notes**

The student who has earned a Department of Education ECPC Certificate from Palm Beach State can receive college credits toward an Associate in Science degree (A.S.) in Early Childhood Education. Please refer to the Early Childhood Education (A.S.) section for detailed information on the process of receiving such credits or call (561) 862-4719.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

These requirements must be met before registering for the Bilingual ECPC program:

**PREREQUISITES:**

- 40-Hour Introductory Child Care Training certification
- 10-Hour Preschool Appropriate Practices (if not included in the original 40-hour certification).
- Employed in a licensed child care setting working with children 3 to 5 years old.
- 5-Hour Emergent Literacy course
- Working knowledge of both languages

**CO-REQUISITES:**

Students must also register for the ESOL/ECPC modules (HEO0140, HEO0141, HEO0142) sequentially with the appropriate ECPC module (HEV0130, HEV0131, HEV0132).

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

The transcript must be received and accepted by the registrar before the end of Module 1 for the student to be eligible to continue in this program and register for Module 2.

**Completion Requirements**

Students must successfully pass each ECPC module with a passing grade of A, B or C and complete all additional requirements for each of the modules; and successfully pass each ESOL/ECPC module with a passing grade of S in order to be eligible to continue in the program.

Once the student has successfully passed all modules in both programs, a Department of Education Early Childhood Professional Certificate (ECPC) and ESOL/ECPC Certificate of Attendance will be awarded.

**Program Length**

Total Required Hours: 600.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| HEV 0130 | Early Childhood Professional Certificate (ECPC) Module 1 | 42 |
| HEV 0131 | Early Childhood Professional Certificate (ECPC) Module 2 | 40 |
| HEV 0132 | Early Childhood Professional Certificate (ECPC) Module 3 | 42 |
| **Total Program Hours** | | **124** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=35**

# School Age Professional Certificate PSAV 5373

**Program Web Site**

**www.palmbeachstate.edu/childcare.xml**

**Program Description**

The Department of Education School Age Professional Certificate (SAPC) program prepares the student who works with children 5 years and up (through grade 12) in a licensed afterschool program.

The student must successfully complete the 40-Hour introductory certification training (Part 1- School Age Program Certification & Part 2-Foundations of Advancing Youth Development (AYD) Principles); 80 hours of formal instruction in the six competency goals of SAPC coursework, document 480 hours of work experience in an afterschool program, formal interview, professional resource file/portfolio and complete all other Palm Beach State requirements.

Upon completion of the program the student will be awarded a Department of Education School Age Professional Certificate.

**Career Path Notes**

The student who has earned a Department of Education SAPC from Palm Beach State can receive college credits toward an Associate in Science degree (A.S.) in Educational Assisting or Early Childhood Education.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Prerequisites:

- 40-Hour School Age Certification Part I & Part II (AYD) Training Program or 40-Hour Child Care Training (Preschool) including the 10-Hour DAP in School-Age
- 10-Hour DAP in School-Age (if not included in original 40-hour certification)
- Employed in a licensed child care setting or afterschool program caring for school-age children 5-12 years old
- Must be at least 18 years of age
- Mastery of the English language
- Must have a high school diploma or GED equivalent

An official high school diploma or GED transcript must be on file at the Registrar's Office. The transcript must show that the student graduated with a standard diploma from an accredited high school accepted by Palm Beach State. The transcript must be received and accepted by the registrar before the end of Module 1 for the student to be eligible to continue in this program and register for Module 2.

**Completion Requirements**

Students must successfully pass both SAPC modules with a passing grade of A, B, or C and complete all additional requirements for each of the modules in order to be eligible to continue in the program. Once the student has successfully passed each module, a Department of Education School Age Professional Certificate (SAPC) will be awarded.

**Program Length**

Total program hours: 120.

**Location**

The program is offered at all Palm Beach State campuses.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| **Group A** | | |
| (Both courses must be completed for DCF Certification) | | |
| Child Care PSAV 5362 - Introductory Child Care Training Certification (School Age Children 5 Years and Up – Through Grade 5) | | |
| HEV 0803 | Part 1 – School Age Program Certification | 28 |
| HEV 0804 | Part 2 – Foundations of Advancing Youth Development (AYD)Principles | 12 |
| **Total PSAV 5362 Program Hours** | | **40** |
| **Group B** | | |
| (Both courses must be completed for SAPC Certification) | | |
| HEV 0194 | School Age Professional Certificate Mod 1 | 40 |
| HEV 0195 | School Age Professional Certificate Mod 2 | 40 |
| **Total School Age Professional PSAV 5373** | | |
| **Program Hours** | | **120** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=36**

# Child Care Center Management CCC 6366

**Program Web Site**

**www.palmbeachstate.edu/childcare.xml**

**Program Description**

This college credit certificate (CCC) program consists of coursework in leadership, administration, educational programming and financial issues associated with managing a quality child care program.

This CCC provides instruction consisting of college-level courses to prepare students for the management and administrative aspects of a child care program. The approved course for the foundational level of the Florida Director Credential is EEC 1523 Overview of Child Care Center Management.

**Employment Opportunities**

This certificate includes the coursework required for the foundational and/or advanced level of the Florida Director Credential. Students completing the CCC for Child Care Center Management will increase their marketability when searching for positions as directors, administrators or owners of child care centers.

**Career Path Notes**

These 12 credits can apply toward the A.S. degree in Early Childhood Education with a specialization in Child Care Center Management. The courses included in this certificate will satisfy the coursework requirements for child care center managers/administrators who are seeking their Florida Director Credential.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

Palm Beach State offers the coursework required for the foundational and advanced level credential; however, students must submit their application and additional documentation to the Florida Children's Forum for review and issuance of the Director Credential. Questions on the Florida Director Credential requirements should be directed to the Department of Children and Families at (888) 352-2842.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program credits: 12.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| EEC 1523 | Overview of Child Care Center Management | 3 |
| EEC 2002 | Child Care and Education Organization Leadership Management | 3 |
| EEC 2202 | Child Care and Education Programming | 3 |
| EEC 2521 | Child Care and Education Financial and Legal Issues | 3 |
| **Total Program Credits** | | **12** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=37**

# Educational Assisting

## CCC 6370

**Program Web Site**

**www.palmbeachstate.edu/teachered.xml**

**Program Description**

This college credit certificate (CCC) program provides a strong foundation of education theory along with practical knowledge and skills needed in education assisting to students in the K-12 classrooms.

The Educational Assisting Certificate Program provides a strong foundation of education theory along with practical knowledge and skills needed in education assisting to students employed or with employment plans in an educational assisting position, including paraprofessional and substitute teaching.

**Employment Opportunities**

Educational Assisting positions in K-12 classrooms include paraprofessionals and substitute teachers.

**Career Path Notes**

Credits earned in this program transfer into the Educational Assisting A.S. degree program.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program credits: 15.

**Location**

The program is offered at all Palm Beach State campuses.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| DEP 2102 | Child Growth & Development | |
| -or- | | |
| EDP 2002 | Introduction to Educational Psychology | 3 |
| EDF 1030 | Behavior Management in the Classroom | 3 |
| EDF 2005 | Introduction to the Teaching Profession | 3 |
| EDF 2085 | Introduction to Diversity for Educators | 3 |
| EME 2040 | Introduction to Technology for Educators | 3 |
| **Total Program Credits** | | **15** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=38**

# High/Scope Preschool Approach Curriculum

## CCC 6388

**Program Website**

**www.palmbeachstate.edu/childcare.xml**

**Program Description**

This college credit certificate (CCC) provides the students with the knowledge and skills to implement the High/Scope curriculum approach for preschoolers.

The 12-credit High Scope CCC provides an overview of the High Scope approach in early childhood and coursework in High Scope curriculum including language and literacy, math and science, adult/child interaction and learning environments.

**Employment Opportunities**

The High Scope CCC prepares students to work in developmentally-appropriate curriculums including High/Scope and Creative Curriculum.

**Career Path Notes**

These 12 credits can be applied to the A.S. degree in Early Childhood Education with a specialization in High Scope.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The High Scope CCC is a one-year program.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| EEC1309 | Introduction to High/Scope | 3 |
| EEC1220 | Curriculum: High/Scope Approach in Language and Literacy | 3 |
| EEC1221 | Curriculum: High/Scope Approach in Logical Reasoning Skills | 3 |
| EEC1222 | Curriculum: Adult/Child Interaction to Extend Learning | 3 |
| **Total Program Credits** | | **12** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=39**

# Infant/Toddler CCC 6367

**Program Web Site**

**www.palmbeachstate.edu/childcare.xml**

**Program Description**

This college credit certificate (CCC) program consists of coursework in curriculum, environments and areas of child development associated with infants and toddlers.

This CCC consists of college-level courses in infant/toddler development, curriculum, classroom environment, adult-child interaction and parent relationships.

**Employment Opportunities**

Students who complete the CCC for infant/toddlers will increase their marketability when searching for positions as lead teachers and assistant teachers in infant/toddler classrooms.

**Career Path Notes**

These 12 credits can be applied to the A.S. degree in Early Childhood Education with a specialization in Infant/Toddler.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program credits: 12.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| EEC 1001 | Introduction to Early Childhood Education | 3 |
| EEC 1522 | Infant/Toddler Environments | 3 |
| EEC 2201 | Developing Curriculum for Infants and Toddlers | 3 |
| EEC 2407 | Social-Emotional Growth and Socialization in Infants and Toddlers | 3 |
| **Total Program Credits** | | **12** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=40**

# Montessori Preschool Curriculum Specialization

## CCC 6389

**Program Web Site**

**www.palmbeachstate.edu/montessori.xml**

**Program Description**

The Montessori college credit certificate (CCC) provides the foundation in educational theory and practice for those who wish to work in a Montessori early childhood environment. The Montessori CCC consists of 29 college credits of Montessori coursework which includes Montessori philosophy, practical life, sensorial, language, math, science, history and geography, fine arts and movement, interpersonal communication and leadership.

**Employment Opportunities**

The Montessori CCC prepares the student to work in a Montessori early childhood environment in the private sector or as an assistant in the public sector. In order to teach in a Montessori early childhood classroom in a public school, the student must also hold a Professional Teaching Certificate.

**Career Path Notes**

The 29 credits in the Montessori CCC will articulate to the Montessori Track in Early Childhood Education A.S. degree. Students who complete the Montessori CCC are eligible for national Montessori certification through The American Montessori Society (AMS).

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The Montessori CCC is a two-year program.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| CHD 1220 | Child Development, Infancy/Preschool | 3 |
| EEC 1006 | Montessori Philosophy | 3 |
| EEC 1010 | Montessori Sciences | 1 |
| EEC 2230 | Montessori Classroom Leadership | 1 |
| EEC 1233 | Montessori History and Geography | 1 |
| EEC 1316 | Montessori Fine Arts and Movement | 1 |
| EEC 1526 | Montessori Interpersonal Communication and Administration | 1 |
| EEC 2531 | Montessori Observation and Overview 1 | 1 |
| EEC 2533 | Montessori Observation and Overview 2 | 1 |
| EEC 2530 | Montessori Curriculum 1 | 5 |
| EEC 2532 | Montessori Curriculum 2 | 5 |
| EEC 2940 | Montessori Teaching Practicum I | 3 |
| EEC 2941 | Montessori Teaching Practicum II | 3 |
| **Total Program Credits** | | **29** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=41**

# Pre-School CCC 6368

**Program Web Site**
**www.palmbeachstate.edu/childcare.xml**

**Program Description**
This college credit certificate (CCC) program consists of coursework in curriculum, environments and areas of child development associated with pre-school children.

This CCC provides college-level courses in child development, curriculum, classroom environments, adult-child interaction and parent relationships.

**Employment Opportunities**
The student who completes the CCC for pre-school children will increase his or her marketability when searching for positions as lead teacher and assistant teacher caring for pre-school children.

**Career Path Notes**
These 12 credits can be applied to the A.S. degree in Early Childhood Education with a specialization in Pre-School.

**Admission Requirements**
High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**
Students must successfully complete all courses listed in the catalog for this program.

**Program Length**
Total program credits: 12.

**Location**
The program is offered at all Palm Beach State campuses.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| EEC 1001 | Introduction to Early Childhood Education | |
| -or- | | |
| EEC 1309 | Introduction to High/Scope | 3 |
| EEC 1300 | Early Childhood Language Arts | 3 |
| EEC 1311 | Early Childhood Science, Social Studies, & Math | 3 |
| EEC 1312 | Early Childhood Fine Arts & Movement | 3 |
| **Total Program Credits** | | **12** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=42**

# School Age CCC 6365

**Program Web Site**
**www.palmbeachstate.edu/childcare.xml**

**Program Description**
This college credit certificate (CCC) program consists of coursework in curriculum, environments and areas of child development associated with school-age children (5 years and up through grade 5).

This CCC provides college-level courses in school-age care, development, curriculum, positive guidance and behavior management, adult-child interaction and parent relationships.

**Employment Opportunities**
The student who completes the CCC for school-age children will increase his or her marketability when searching for a position as a lead teacher or assistant teacher in after-school programs caring for school-age children.

**Career Path Notes**
This certificate includes the coursework required for the Florida School Age Certification. The student who successfully completes EEC 1003 (Introduction to School Age Child Care) and EEC 1603 (Positive Guidance and Behavior Management in School Age Child Care) will be eligible to receive his or her Florida School Age Certification (Level I). These 12 credits can be applied to the A.S. degree in Early Childhood Education with a specialization in School Age.

**Admission Requirements**
The student seeking a Florida School Age Certification must have received a 40-Hour child care certification. The student also must be working in a licensed child care facility with school age children to complete the required on-site observation conducted by the instructor. The student will also be required to develop a resource file and portfolio and complete a formal interview.

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**
Students must successfully complete all courses listed in the catalog for this program.

**Program Length**
Total program credits: 12.

**Location**
The program is offered at all Palm Beach State campuses.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| EDF 2005 | Introduction to the Teaching Profession | 3 |
| EME 2040 | Introduction to Technology for Educators | 3 |
| EEC 1003 | Introduction to School Age Child Care | 3 |
| EEC 1603 | Positive Guidance and Behavior Management in School Age Child Care | 3 |
| **Total Program Credits** | | **12** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=43**

# Human Services CCC 6361

**Program Web Site**

**www.palmbeachstate.edu/HumanServices.xml**

**Program Description**

This college credit certificate program is designed to be the first educational step to a professional career in human services.

This program will focus on broad introductory principles of human behavior specific to the good practices and techniques in human service. Course work will enable students to employ effective communications and interpersonal skills, understand the legal and ethical responsibilities of human services and demonstrate computer literacy.

**Employment Opportunities**

Students who complete this program may find employment as services assistants, social service aides, and case management aides.

**Career Path Notes**

Credits earned in this certificate program will transfer into the Associate in Applied Science/ Associate in Science (A.A.S./A.S.) degrees in Human Services.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Approximate program length: 18 months.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| HUS 1001 | Introduction to Human Services | 3 |
| GEY 2000 | Gerontology | |
| -or- | | |
| HUS 1424 | Counseling the Chemically Dependent Person | 3 |
| SYG 2361 | Death and Dying | 3 |
| SYG 2430 | Marriage & Family | 3 |
| PSY 2012 | General Psychology | 3 |
| HUS 1302 | Counseling and Interviewing | 3 |
| HUS 1200 | Principles of Group Dynamics | 3 |
| HUS 1850 | Field Work in Human Services 1 | 3 |
| HUS 1850L | Field Work in Human Services 1 Internship | 3 |
| **Total Program Credits** | | **27** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=44**

# Youth Development CCC 6387

**Program Web Site**

**www.palmbeachstate.edu/HumanServices.xml**

**Program Description**

This college credit certificate program is designed to be the first educational step to a professional career in Human Services with emphasis in youth services or other positions that are a part of the social services delivery.

This program will focus on broad introductory principles of human services specific to best practices and techniques in youth development. Course work will prepare students to function as youth workers using a youth development approach in community-based, residential, group home and other youth environments. The program examines established quality standards and best practices and their practical application in youth programming.

**Employment Opportunities**

Upon completion of this program, you may seek employment in social service agencies, government and community agencies, group homes, afterschool programs and educational settings. Some job titles include: outreach worker, recreation worker, youth program assistant, family support worker, job coach, residential worker and team/group facilitator.

**Career Path Notes**

Credits earned in this certificate program will transfer into the Associate in Applied Science/Associate in Science (A.A.S./A.S.) degrees in Human Services.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Approximate program length: 18 months.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| HUS 1001 | Introduction to Human Services | 3 |
| HUS 1203 | Principles of Group Facilitation | 3 |
| HUS 1640 | Principles of Youth Work | 3 |
| HUS 1620 | Principles and Best Practices in Afterschool Programs | 3 |
| EDF 1030 | Behavior Management in the Classroom | 3 |
| DEP 2004 | Human Growth and Development | 3 |
| PSY 2012 | General Psychology | 3 |
| SYG 2010 | American Social Problems | 3 |
| HUS 1850 | Fieldwork in Human Services 1 | 3 |
| HUS 1850L | Fieldwork in Human Services 1 Internship | 3 |
| **Total Program Credits** | | **30** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=137**

# Early Childhood Education

AS

**Program Web Site**

**www.palmbeachstate.edu/childcare.xml**

**Program Description**

This degree program provides the student with a thorough background in all aspects of child development while expanding classroom knowledge into practical hands-on teaching experience.

This degree program is intended to provide students with the training and information they need to pursue a career working with infants through school age children.

**Employment Opportunities**

Students who complete this program can seek educator, caregiver or manager positions within licensed child care centers; in private and public school settings and in after-school/mentoring programs, such as Head Start. Head Start is a federal program that requires its teachers to have earned at least an A.S. or A.A. degree.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

In addition, the Early Childhood Education A.S. degree will articulate to Florida Atlantic University's Bachelor in Early Childhood Education (BECE) degree and to Lynn University's Bachelor of Science in Elementary Education Grade K-6 plus Pre-K/Primary (Age 3 to Grade 3).

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years if you attend full time or three years if you attend part time.

**Location**

The program is offered at the Lake Worth campus.

## EARLY CHILDHOOD EDUCATION CONCENTRATION AS 2358

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ARH 1000 | Art Appreciation | |
| -or- | | |
| Any course from Humanities - Area II | | 3 |
| ENC 1101 | College Composition 1 | 3 |
| ESC 1000 | Earth Science | |
| -or- | | |
| Any course from Natural Sciences - Area IV | | 3 |
| PSY 2012 | General Psychology | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| **Total Required General Education Credits** | | **15** |

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| CHD 1220 | Child Development Infancy/Preschool | 3 |
| DEP 2102 | Child Growth and Development | 3 |
| EDF 2085 | Introduction to Diversity for Educators | 3 |
| EDG 1314 | Education Practicum 1 | 3 |
| EDF 1030 | Behavior Management in the Classroom | 3 |
| EEC 1601 | Observation and Assessment in Early Childhood | 3 |
| EEC 2271 | Teaching Children with Special Needs | 3 |
| EEC 2710 | Conflict Resolution in Early Childhood | 3 |
| EEC 2734 | Health, Safety, and Nutrition for the Young Child | 3 |
| ENC 1102 | College Composition 2* | 3 |
| MAT1033 | Intermediate Algebra** | 3 |
| MUL 1010 | Music Appreciation | 3 |

**EDG1315 Practicum II may be taken instead of ENC1102 only by students not planning to transfer to a university.*

***(Or higher. Students planning to transfer to a university should see an advisor.)*

**Total Required Course Credits** **36**

**REQUIRED COLLEGE CREDIT CERTIFICATE (CCC) COURSES**

Complete one of the following Certificates to complete this AS program:

**CHILD CARE CENTER MANAGEMENT CCC 6366** **(12)**

EEC1523; EEC2002; EEC2202; EEC2521

**HIGH SCOPE CCC 6388** **(12)**

EEC1309; EEC1220; EEC1221; EEC1222

**INFANT/TODDLER CCC 6367** **(12)**

EEC1001; EEC1522: EEC2201; EEC2407

**PRE-SCHOOL CCC6368** **(12)**

EEC1001 OR EEC1309; EEC1300; EEC1311; EEC1312

**Total Program Credits** **63**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=45**

## **MONTESSORI CONCENTRATION** AS 2349

**GENERAL EDUCATION REQUIREMENTS** **CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

| | | |
|---|---|---|
| ARH 1000 | Art Appreciation | |
| -or- | | |
| Any course from Humanities - Area II | | 3 |
| ENC 1101 | College Composition 1 | 3 |
| ESC 1000 | Earth Science | |
| -or- | | |
| Any course from Natural Sciences - Area IV | | 3 |
| PSY 2012 | General Psychology | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| **Total Required General Education Credits** | | **15** |

**REQUIRED COURSES**

| | | |
|---|---|---|
| CGS 1030 | PC Starter | |
| -or- | | |
| CGS 1561 | Inside the PC | 1 |
| DEP 2102 | Child Growth and Development | 3 |
| EEC 2271 | Teaching Children with Special Needs | 3 |
| EEC 2710 | Conflict Resolution in Early Childhood | 3 |
| EEC 2734 | Health, Safety, and Nutrition for Young Child | 3 |
| ENC 1102 | College Composition 2* | 3 |
| MAT 1033 | Intermediate Algebra** | |

**EDG1315 Practicum II may be taken instead of ENC1102 only by students not planning to transfer to a university.*

***(Or higher. Students planning to transfer to a university should see an advisor.)*

| | |
|---|---|
| **Total Required Course Credits** | **19** |

**REQUIRED MONTESSORI CONCENTRATION COURSES**

| | | |
|---|---|---|
| CHD 1220 | Child Development Infancy/Preschool | 3 |
| EEC 1006 | Montessori Philosophy | 3 |
| EEC 1010 | Montessori Sciences | 1 |
| EEC 2230 | Montessori Classroom Leadership | 1 |
| EEC 1233 | Montessori History and Geography | 1 |
| EEC 1316 | Montessori Fine Arts and Movement | 1 |
| EEC 1526 | Montessori Interpersonal Communication and Administration | 1 |
| EEC 2531 | Montessori Observation and Overview 1 | 1 |
| EEC 2533 | Montessori Observation and Overview 2 | 1 |
| EEC 2530 | Montessori Curriculum 1 | 5 |
| EEC 2532 | Montessori Curriculum 2 | 5 |
| EEC 2940 | Montessori Teaching Practicum 1 | 3 |
| EEC 2941 | Montessori Teaching Practicum 2 | 3 |
| **Total Required Montessori Concentration Credits** | | **29** |
| **Total Program Credits** | | **63** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=46**

# Educational Assisting AS 2369

**Program Web Site**

**www.palmbeachstate.edu/teachered.xml**

**Program Description**

This degree program provides the foundation in educational theory and practice within content areas for work in an educational assisting position.

This program provides a background in child development within the realm of education and expands this knowledge through application of required technical and content area skills needed in educational assisting. Instructional support staff such as paraprofessionals who graduate from this program are considered "highly qualified" according to the federal No Child Left Behind (NCLB) Act.

**Employment Opportunities**

The Educational Assisting A.S. degree program prepares the student to work in an educational assisting position (i.e., paraprofessional, substitute teacher and other instructional support) in the K-12 classroom.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years if you attend full time or three years if you attend part time.

**Location**

The program is offered on the Lake Worth campus.

**GENERAL EDUCATION REQUIREMENTS** **CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

| | | |
|---|---|---|
| ARH 1000 | Art Appreciation | |
| -or- | | |
| MUL 1010 | Music Appreciation | |
| -or- | | |
| THE 1000 | Theater Appreciation | 3 |
| ENC 1101 | College Composition 1 | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| ESC 1000 | Earth Science | |
| -or- | | |
| Any course from Natural Science – Area IV | | 3 |
| PSY 2012 | General Psychology | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |

| | | |
|---|---|---|
| Any Literature course from Humanities – Area II | | 3 |
| AMH 2010 | United States History to 1865 | 3 |
| BSC 1005 | Concepts of Biology | |
| -or- | | |
| Any course from Natural Science – Area IV | | 3 |
| **Total General Education Credits** | | **27** |

**REQUIRED COURSES**

| | | |
|---|---|---|
| CGS 1100 | Microcomputer Applications | 3 |
| DEP 2102 | Child Growth & Development | |
| -or- | | |
| EDP 2002 | Introduction to Educational Psychology | 3 |
| EDF 1030 | Behavior Management in the Classroom | 3 |
| EDF 2005 | Introduction to the Teaching Profession | 3 |
| EDF 2085 | Introduction to Diversity for Educators | 3 |
| EME 2040 | Introduction to Technology for Educators | 3 |
| MTB 1103 | Business Mathematics | |
| -or- | | |
| MAT 1033 | Intermediate Algebra | |
| -or- | | |
| Any course from Mathematics – Area III | | 3 |
| SLS 1501 | Strategies for College Success | 3 |
| SYG 2010 | American Social Problems | |
| -or- | | |
| SYG 2430 | Marriage and Family | 3 |
| **Total Required Course Credits** | | **27** |

**ELECTIVES - Choose 9 credits**

| | | |
|---|---|---|
| CHD 1220 | Child Development, Infancy/Preschool | 3 |
| EDF 1001 | Paraeducators in Special and General Education Classrooms | 3 |
| EEC 1003 | Introduction to School Age Child | 3 |
| EEC 1603 | Positive Guidance and Behavior Management in School Age Child Care | 3 |
| EEC 2271 | Teaching Children with Special Needs | 3 |
| EEC 2734 | Health, Safety & Nutrition for the Young Child | 3 |
| ENC 1102 | College Composition 2 | 3 |
| HUS 1001 | Introduction to Human Services | 3 |
| HUS 1200 | Principles of Group Dynamics | 3 |
| MGF 1106 | Liberal Arts Mathematics or any course from the Area III | 3 |
| PHI 1010 | Introduction to Philosophy | 3 |
| PHI 1600 | Ethics | 3 |
| SPC 2608 | Public Speaking | 3 |
| **Total Required Elective Credits** | | **9** |
| **Total Program Credits** | | **63** |

** Students who earned a CDA after 2001 at Palm Beach State may qualify to receive college credit toward this A.S. degree and should see an advisor.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=50**

# Human Services

## AAS/AS

**Program Web Site**

**www.palmbeachstate.edu/HumanServices.xml**

**Program Description**

This degree program is designed with two concentrations: traditional human services or youth development. The traditional human services concentration will prepare the student for an entry-level position as a human services specialist in areas such as children's services, family counseling, working with juveniles and adolescents, drug and alcohol abuse, the elderly, socially and economically handicapped, mentally or emotionally handicapped and others. The youth development concentration will prepare the student for an entry level position as a youth worker in areas such as recreation programs, youth counselor, social and human services assistant, child, family and school social work, social and community service program directors and other youth service occupations in community –based, residential, group home and other youth work environments. Based on the concentration selected course content may include psychological theories, group dynamics, counseling and interviewing, youth development principles, after school programming best practices and supervised clinical fieldwork experiences.

**Employment Opportunities**

Employment opportunities include positions in social service agencies, government and community agencies, drug and alcohol rehabilitation treatment facilities, group homes, nursing homes, and community-based or school-based after school programs, youth advocacy agencies and educational settings. Some job titles include: outreach worker, youth program assistant, mental health technician, family support worker, addictions counselor, job coach, behavioral technician, habilitation coach, residential worker, youth worker, recreation worker, youth counselor, and team/group facilitator.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years of full-time enrollment or three years part time.

**Location**

The program is offered at the Lake Worth campus.

## HUMAN SERVICES-GENERAL CONCENTRATION AAS A353/AS 2345

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ARH 1000 | Art Appreciation | |
| -or- | | |
| MUL 1010 | Music Appreciation | |
| -or- | | |
| THE 1000 | Theater Appreciation | 3 |
| ENC 1101 | College Composition 1 | 3 |
| MGF 1106 | Liberal Arts Mathematics (A.S. students) | 3 |
| MTB 1103 | Business Mathematics (A.A.S. students) | (3) |
| PSY 2012 | General Psychology | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Natural Sciences - Area IV | | 3 |
| **Total Required General Education Credits** | | **18** |
| **REQUIRED COURSES** | | |
| CLP 2001 | Personality Development and Adjustment | 3 |
| DEP 2004 | Human Growth and Development | 3 |
| ENC 1102 | College Composition 2 | 3 |
| HUS 1001 | Introduction to Human Services | 3 |
| HUS 1302 | Counseling and Interviewing | 3 |
| HUS 1200 | Principles of Group Dynamics | 3 |
| GEY 2000 | Gerontology | |
| -or- | | |
| HUS 1424 | Counseling the Chemically Dependent Person | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| HUS 1850 | Field Work in Human Services 1 | 3 |
| HUS 1850L | Field Work in Human Services 1 Internship | 3 |
| HUS 2308 | Psychotherapy: Theory & Practice | 3 |
| HUS 2851 | Field Work in Human Services 2 | 2 |
| HUS 2851L | Field Work in Human Services 2 Internship | 3 |
| SYG 2000 | Introduction to Sociology | 3 |
| SYG 2361 | Death and Dying | 3 |
| SYG 2430 | Marriage and Family | 3 |
| **Total Required Course Credits** | | **47** |
| **Total Program Credits** | | **65** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=7**

## HUMAN SERVICES – YOUTH DEVELOPMENT CONCENTRATION AAS A378/AS2374

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ARH 1000 | Art Appreciation | |
| -or- | | |
| MUL 1010 | Music Appreciation | |
| -or- | | |
| THE 1000 | Theater Appreciation | 3 |
| ENC 1101 | College Composition 1 | 3 |
| MGF 1106 | Liberal Arts Mathematics (A.S. students) | 3 |
| MTB 1103 | Business Mathematics (A.A.S. students) | (3) |
| PSY 2012 | General Psychology | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Natural Sciences - Area IV | | 3 |
| **Total Required General Education Credits** | | **18** |
| **REQUIRED COURSES** | | |
| EDF 1030 | Behavior Management in the Classroom* | 3 |
| DEP 2004 | Human Growth and Development | 3 |
| ENC 1102 | College Composition 2 | 3 |
| HUS 1001 | Introduction to Human Services | 3 |
| HUS 1620 | Principles and Best Practices in Afterschool Programs* | 3 |
| HUS 1203 | Principles of Group Facilitation* | 3 |
| HUS 1640 | Principles of Youth Work* | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| HUS 1850 | Field Work in Human Services 1 | 3 |
| HUS 1850L | Field Work in Human Services 1 Internship | 3 |
| HUS 2308 | Psychotherapy: Theory & Practice | 3 |
| HUS 2851 | Field Work in Human Services 2 | 2 |
| HUS 2851L | Field Work in Human Services 2 Internship | 3 |
| SYG 2000 | Introduction to Sociology | 3 |
| SYG 2361 | Death and Dying* | |
| -or- | | |
| SYG 2430 | Marriage & Family | 3 |
| SYG 2010 | American Social Problems* | 3 |
| **Total Required Course Credits** | | **47** |
| **Total Program Credits** | | **65** |

**Those Human Services A.S. students who plan to transfer to a Human Services B.S. or Social Work B.S.W. must take the Human Services-General A.A.S./A.S. Concentration.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=131**

# Child Care

## CCE

Palm Beach State offers a variety of early care and education courses in continuing education designed to enhance the knowledge, skills and professional development of those working in the child care field.

Areas of focus for the continuing education courses include VPK performance standards, early literacy, preschool curriculum, infant/toddler curriculum, afterschool and leadership. Students seeking more specialized training can attend one of the continuing education series offered on a yearly basis, including:

- Trainer Approval Series
- Director Training Series
- Preschool Curriculum Series
- Infant/Toddler Curriculum Series

Many of the continuing education course content areas meet the criteria to fulfill one of the requirements for renewal of certifications, such as, FCCPC, ECPC or Director Credential.

# Human Services

## CCE

**CERTIFIED ADDICTION PROFESSIONAL (CAP)**

Palm Beach State offers coursework that leads to the Certified Addiction Professional certificate issued by Florida Certification Board. Certified Addiction Professional is viewed as the title for the addiction treatment professional primarily involved in providing direct treatment services in addictions. Please visit **www.palmbeachstate.edu/CCE.xml** for more information.

# Teacher Certification Program F225

**Program Web Site**

**www.palmbeachstate.edu/teachered.xml**

**Program Description**

This institutional credit program is designed for professionals with non-education bachelor's degrees to help them transition into teaching careers through competency-based coursework, portfolios, and field observation.

This teacher certification program consists of seven required classroom courses and two required field experience courses. The required courses provide the student with a baseline of knowledge in educational theory, effective teaching strategies, classroom management and instructional technology.

This program also offers elective courses to further enhance skills in the teaching of reading.

**Employment Opportunities**

Employment opportunities include working as a certified teacher in a public, charter or private K-12 school.

**Career Path Notes**

Students who successfully complete the program will be eligible to apply for their Florida Professional Educator Certificate.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Candidates for the program must have 1) a non-education bachelor's degree from a regionally accredited college or university and 2) a minimum 2.5 grade point average. Candidates must complete College and program applications and be interviewed by the program manager.

**Completion Requirements**

Students must complete all the coursework with a 2.5 GPA or higher, complete a portfolio, demonstrate teaching skills, and pass the state Professional Educator's Exam. For state certification, students must also pass the FTCE General Knowledge Test and Subject Area Exam.

**Program Length**

Approximate program length: one year.

**Location**

The program is offered at the Lake Worth and Palm Beach Gardens campuses.

| REQUIRED COURSES | | INSTITUTIONAL CREDIT HOURS |
|---|---|---|
| EPI 0001 | Classroom Management | 3 |
| EPI 0002 | Instructional Strategies | 3 |
| EPI 0003 | Educational Technology | 3 |
| EPI 0004 | The Teaching and Learning Process | 3 |
| EPI 0010 | Foundations of Research-Based Practices In Reading | 3 |
| EPI 0020 | Professional Foundations | 2 |
| EPI 0030 | Diversity in the Classroom | 2 |
| EPI 0940 | Field Experience 1 | 1 |
| EPI 0945 | Field Experience 2 | 1 |
| **Total Program Institutional Credit Hours** | | **21** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=51**

# Computer Science and Information Technology

## CCC

Cisco CCNA
Information Management
Programming
Web Development Specialist

## AAS/AS

Computer Programming
Internet Services Technology
Networking Administrator

## ATC

Computer Information Security

## CCE (Corporate & Continuing Education)

Computer Science

## Cisco CCNA CCC 6135

**Program Web Site**

**www.palmbeachstate.edu/ComputerScience.xml**

**Program Description**

This college credit certificate consists of four modules. The program is designed to teach students the skills necessary to design, build, and maintain small to medium-sized networks. The knowledge gained will allow networking for the Small Office, Home Office (SOHO) market and the ability to work in small businesses or organizations with networks of fewer than 100 nodes.

Based on the Cisco Networking Academy materials, this CCC has courses in networking, network terminology and protocols, network standards, local-area networks, wide area networks, Open System Interconnection models, cabling, cabling tools, Cisco routers, router programming, Cisco switches, and configuring switches. This course covers the competencies for the Cisco CCNA certification.

**Employment Opportunities**

Employment opportunities include network administration and networking infrastructure support.

**Career Path Notes**

Credits earned in this certificate will transfer directly into the Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree in Networking Administrator.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Approximate program length: nine months.

**Location**

The program is offered at the Lake Worth Campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| CTS 1650 | Cisco 1 (Networking Essentials) | 3 |
| CTS 2651 | Cisco 2 (Router Technology) | 3 |
| CTS 2652 | Cisco 3 (Advanced Router Technology) | 3 |
| CTS 2653 | Cisco 4 (Project Based Learning) | 3 |
| **Total Program Credits** | | **12** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=52**

# Information Management
## CCC 6136

**Program Web Site**
**www.palmbeachstate.edu/ComputerScience.xml**

**Program Description**
This college credit certificate program prepares individuals to plan, install, configure, monitor, troubleshoot and manage computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program. This certificate covers the core competencies for networking, but does not contain General Education requirements.

Course content includes computer hardware concepts, networking terminology, Microsoft Windows Server and Active Directory implementation and administration, Linux implementation and administration, and network security. These courses cover competencies for several certifications: A+, Network+, MCP and MCSA.

**Employment Opportunities**
Employment opportunities include information technology specialists, network technicians, network specialists, network managers, network systems analysts, network systems technicians, network support specialists, network administrators, network troubleshooters, help desk specialists, LAN/WAN managers, or systems administrators.

**Career Path Notes**
Credits earned in this certificate will transfer directly into the Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree in Networking Administrator.

**Admission Requirements**
High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**
Students must successfully complete all courses listed in the catalog for this program.

**Program Length**
Approximate program length: one year.

**Location**
The program is offered at the Lake Worth and Boca Raton campuses.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| CTS 2334 | Local Area Networks | 3 |
| CTS 2320 | Wide Area Networks | 3 |
| CNT 2700 | TCP/IP and Network Administration | 3 |
| CNT 2000 | Network Technologies | 3 |
| CTS 1110 | Microcomputer Operating Systems | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| CTS 1150 | Computer Maintenance and Repair | 3 |
| COP 1002 | Introduction to Programming Logic | 3 |
| CTS 2301 | UNIX Installation and Administration using Linux | 3 |
| CNT 2402 | Implementing and Administering Network Security | 3 |
| **Total Program Credits** | | **30** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=53**

# Programming CCC 6137

**Program Web Site**
**www.palmbeachstate.edu/ComputerScience.xml**

**Program Description**
This college credit certificate program prepares students to analyze business situations and to design, develop, and write computer programs. Individuals also learn to store, locate, and retrieve specific documents, data, and information, analyze problems using logic/analysis tools, and write code in several computer languages and how to test, monitor, debug, document, and maintain computer programs.

Course content includes computer programming concepts, programming languages and software project management.

This certificate covers the core competencies for programming but does not contain General Education requirements.

**Employment Opportunities**
This program prepares students for employment as entry level programmers, programmer specialists or computer programmers.

**Career Path Notes**
Credits earned in this certificate will transfer directly into the Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree in Computer Programming.

**Admission Requirements**
High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**
Students must successfully complete all courses listed in the catalog for this program.

**Program Length**
Approximate program length: 18 months.

**Location**
The program is offered at the Lake Worth and Boca Raton campuses.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| CGS 1100 | Microcomputer Applications | 3 |
| COP 1002 | Introduction to Programming Logic | 3 |
| CIS 2321 | Systems and Applications | 3 |
| COP 2700 | Data Structures (SQL) | 3 |
| CIS 2513 | Information Technology Project Management | 3 |
| CNT 2000 | Network Technologies | 3 |
| CTS 2301 | Unix Installation and Administration Using Linux | 3 |
| **Total Required Course Credits** | | **21** |
| **PROGRAMMING LANGUAGES – Choose 12 credits** | | |
| COP 1220 | Introduction to Programming in C | 3 |
| COP 2334 | Programming in C++ | 3 |
| COP 2800 | Programming in Java | 3 |
| COP 2840 | Server-side Programming | 3 |
| COP 1332 | Visual Basic Programming | 3 |
| COP 2838 | Advanced Visual Basic .NET | 3 |
| COP 2805 | Advanced Java Programming | 3 |
| COP 2831 | Advanced Web Page Applications (XML and JavaScript) | 3 |
| **Total Programming Languages Credits** | | **12** |
| **Total Program Credits** | | **33** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=54**

# Web Development Specialist CCC 6138

**Program Web Site**

**www.palmbeachstate.edu/ComputerScience.xml**

**Program Description**

This college credit certificate prepares students to work in Internet and Intranet environments. The student will learn how to install and configure Web servers (Linux Apache and Microsoft IIS), write client and server-side scripts, design Web pages, implement Web site security, and manage Intranet and Web-based resources.

Course content includes computer programming concepts, Web design languages, computer programming, Web page design, server-side and client side scripting and network security.

This certificate covers the core competencies for Web development, but does not contain General Education requirements.

**Employment Opportunities**

This program prepares students for employment as Internet/Intranet administrators, Web site administrators, Internet/Intranet developers, Web site developers, Webmasters, Internet support specialists, Web page designers, Web managers, or Web architects.

**Career Path Notes**

Credits earned in this certificate will transfer directly into the Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree in Internet Services Technology.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Approximate program length: one year.

**Location**

The program is offered at the Lake Worth and Boca Raton campuses.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| COP 1002 | Introduction to Programming Logic | 3 |
| CNT 2000 | Network Technologies | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| CGS 2555 | Introduction to the Internet | 3 |
| COP 2840 | Server-side Programming | 3 |
| COP 2831 | Advanced Web Page Applications (XML and JavaScript) | 3 |
| CGS 2801 | Advanced Web Page Media | 3 |
| CNT 2402 | Implementing and Administering Network Security | 3 |
| COP 2822 | Web Page Design | 3 |
| CGS 2802 | Web Site Administration | 3 |
| CGS 1800 | Introduction to Web Site Development | 3 |
| CGS 1561 | Inside the PC | 1 |
| OST 1831 | Microsoft Windows | 1 |
| **Total Program Credits** | | **35** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=55**

# Computer Programming

## AAS A133 / AS 2126

**Program Web Site**

**www.palmbeachstate.edu/ComputerScience.xml**

**Program Description**

This degree program prepares students to analyze business situations and to design, develop, and write computer programs. Individuals learn to store, locate and retrieve specific documents, data and information, analyze problems using logic/analysis tools, and write code in several computer languages. They also learn how to test, monitor, debug, document and maintain computer programs.

Computer programming course content includes computer programming concepts, programming languages and software project management.

**Employment Opportunities**

The purpose of this program is to prepare students for employment as entry-level programmers, programmer specialists or computer programmers.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years of full-time enrollment or three years part time.

**Location**

The program is offered at the Lake Worth and Boca Raton campuses.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 (A.S. students) | 3 |
| ENC 1210 | Technical Communications (A.A.S. students) | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MAC 1105 | College Algebra (A.S. students) | 3 |
| MAT 1033 | Intermediate Algebra (A.A.S. students) | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| **Total Required General Education Credits** | | **18** |

**REQUIRED COURSES**

| | | |
|---|---|---|
| CGS 1100 | Microcomputer Applications | 3 |
| COP 1002 | Introduction to Programming Logic | 3 |
| CIS 2321 | Systems and Applications | 3 |
| COP 2700 | Data Structures (SQL) | 3 |
| CIS 2513 | Information Technology Project Management | 3 |
| CNT 2000 | Network Technologies | 3 |
| CTS 2301 | Unix Installation and Administration Using Linux | 3 |
| **Total Required Course Credits** | | **21** |

**PROGRAMMING LANGUAGES – CHOOSE 15 CREDITS**

| | | |
|---|---|---|
| COP 1220 | Introduction to Programming in C | 3 |
| COP 2334 | Programming in C++ | 3 |
| COP 2800 | Programming in Java | 3 |
| COP 2840 | Server-side Programming | 3 |
| COP 1332 | Visual Basic Programming | 3 |
| COP 2838 | Advanced Visual Basic .NET | 3 |
| COP 2805 | Advanced Java Programming | 3 |
| COP 2831 | Advanced Web Page Applications (XML and JavaScript) | 3 |
| **Total Programming Languages Credits** | | **15** |

**BUSINESS/COMPUTER ELECTIVES - 9 credits required**

Any courses with the prefix CEN, CIS, CGS, COP, CTS, ACG, APA, ECO, or GEB *

| | |
|---|---|
| **Total Business/Computer Elective Credits** | **9** |
| **Total Program Credits** | **63** |

** A course cannot be used more than once in the program.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=56**

# Internet Services Technology AAS A121 / AS 2122

**Program Web Site**

**www.palmbeachstate.edu/ComputerScience.xml**

**Program Description**

This degree program teaches students to install and configure Web servers (Linux Apache and Microsoft IIS), write client and server-side scripts, design Web pages, implement Web site security and manage Intranet and Web-based resources.

Course content includes computer programming concepts, Web design languages, computer programming, Web page design, server-side and client side scripting, and network security.

**Employment Opportunities**

Employment opportunities include Internet/Intranet administrators, Web site administrators, Internet/Intranet developers, Web site developers, Webmasters, Internet support specialists, Web page designers, Web managers, or Web architects. The content prepares individuals to work in Internet and Intranet environments.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**. In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml.**

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years of full-time enrollment or three years part time.

**Location**

The program is offered at the Lake Worth and Boca Raton campuses.

**GENERAL EDUCATION REQUIREMENTS CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

| | | |
|---|---|---|
| ENC 1101 | College Composition 1 (A.S. students) | 3 |
| ENC 1210 | Technical Communications (A.A.S. students) | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF 1106 | Liberal Arts Mathematics (or any course from the Area III) (A.S. students) | 3 |
| MAT 1033 | Intermediate Algebra (A.A.S. students) | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science-Area V | | 3 |
| **Total Required General Education Credits** | | **18** |

**REQUIRED COURSES**

| | | |
|---|---|---|
| CNT 2000 | Network Technologies | 3 |
| CGS 1561 | Inside the PC | 1 |
| CGS 1100 | Microcomputer Applications | 3 |
| CGS 2555 | Introduction to the Internet | 3 |
| CGS 1800 | Introduction to Web Site Development | 3 |
| CGS 2802 | Web Site Administration | 3 |
| CIS 2321 | Systems and Applications | 3 |
| CNT 2402 | Implementing and Administering Network Security | 3 |
| COP 1002 | Introduction to Programming Logic | 3 |
| COP 1220 | Introduction to Programming in C | 3 |
| COP 2831 | Advanced Web Page Applications (XML and JavaScript) | 3 |
| COP 2840 | Server-side Programming | 3 |
| COP 2822 | Web Page Design | 3 |
| CGS 2801 | Advanced Web Page Media | 3 |
| OST 1831 | Microsoft Windows | 1 |
| **Total Required Course Credits** | | **41** |

**BUSINESS/COMPUTER/ART ELECTIVES - 4 credits required**

Any courses with the prefix CEN, CIS, CGS, COP, CTS, ACG, APA, ECO, GEB, ART, or GRA *

| | |
|---|---|
| **Total Business/Computer Elective Credits** | **4** |
| **Total Program Credits** | **63** |

**A course cannot be used more than once in the program.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=57**

# Networking Administrator

## AAS A131 / AS 2123

**Program Web Site**

**www.palmbeachstate.edu/ComputerScience.xml**

**Program Description**

This degree prepares students to plan, install, configure, monitor, troubleshoot and manage computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program.

Course content includes computer hardware concepts, networking terminology, Microsoft Windows Server and Active Directory implementation and administration, Linux implementation and administration, and network security. These courses cover competencies for several certifications: A+, Network+, MCP, and MCSA.

**Employment Opportunities**

This program prepares students for employment as information technology specialists, network technicians, network specialists, network managers, network systems analysts, network systems technicians, network support specialists, network administrators, network troubleshooters, help desk specialists, LAN/WAN managers, or systems administrators.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years of full-time enrollment or three years part time.

**Location**

The program is offered at the Lake Worth and Boca Raton campuses.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 (A.S. students) | 3 |
| ENC 1210 | Technical Communications (A.A.S. students) | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF 1106 | Liberal Arts Mathematics (or any course from the Area III) (A.S. students) | 3 |
| MAT 1033 | Intermediate Algebra (A.A.S. students) | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| **Total Required General Education Credits** | | **18** |
| **REQUIRED COURSES** | | |
| CTS 2334 | Local Area Networks | 3 |
| CTS 2320 | Wide Area Networks | 3 |
| CNT 2700 | TCP/IP and Network Administration | 3 |
| CNT 2000 | Network Technologies | 3 |
| CTS 1110 | Microcomputer Operating Systems | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| CTS 1150 | Computer Maintenance and Repair | 3 |
| CIS 2321 | Systems and Applications | 3 |
| CNT 2402 | Implementing and Administering Network Security | 3 |
| COP 1002 | Introduction to Programming Logic | 3 |
| CTS 2301 | UNIX Installation and Administration using Linux | 3 |
| **Total Required Course Credits** | | **33** |
| **BUSINESS/COMPUTER ELECTIVES - 12 CREDITS REQUIRED** | | |
| Any courses with the prefix CEN, CIS, CGS, COP, CTS, ACG, APA, ECO, or GEB * | | |
| **Total Business/Computer Elective Credits** | | **12** |
| **Total Program Credits** | | **63** |

** A course cannot be used more than once in the program.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=58**

# Computer Information Security ATC 4139

**Program Web Site**

**www.palmbeachstate.edu/ComputerScience.xml**

**Program Description**

This advanced technical certificate program focuses on the critical need for security policies, implementation techniques, intrusion detection and prevention, vulnerabilities, encryption, authentication, compromised networks, and different tools to address these topics.

Students will learn to recognize computer attacks, identify intrusion methods, prevent network attacks, respond to computer attacks and use security tools.

**Employment Opportunities**

Upon completion of this program, you may seek employment as an information security technician, information security administrator, information security manager or chief information security officer based on the certificate and your previous work experience and degrees.

**Career Path Notes**

A course or courses from other Computer Science programs at Palm Beach State may transfer into this program.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Students must have one of the following:

- An A.S. or A.A.S. degree or higher in Computer Science or a related field.
- An A.S. or A.A.S. degree or higher in an unrelated field with substantial work experience in a computer-related field.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program credits: 10.

**Location**

The program is offered on the Lake Worth and Boca Raton campuses.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| CNT 2401 | Computer Network Security Policy Development | 2 |
| CNT 2407 | Information Security Implementation and Standards | 2 |
| CNT 2404 | Network Attacks and Introduction to TCP/IP Security | 3 |
| CNT 2405 | Intrusion Detection Systems, Countermeasures and PKI | 3 |
| **Total Program Credits** | | **10** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=132**

# Computer Science CCE

Palm Beach State offers a full line of continuing education classes in computers designed for both professionals and those interested in learning more about computers. Courses include computer basics, Photoshop, Microsoft Office, eBay, digital photography, Web page design and more. Please visit **www.palmbeachstate.edu/cceComputers.xml** for more information.

# Creative Arts and Communications

## CCC

Graphic Design Technology
- MULTIMEDIA ARTS
- WEB DESIGN

Motion Picture and Television Production Technology
- DIGITAL MEDIA PRODUCTION
- POST PRODUCTION TECHNOLOGY

## AS/AAS

Graphic Design Technology

Interior Design Technology

Motion Picture and Television Production Technology

## Graphic Design Technology CCC

**Program Web Site**

**www.palmbeachstate.edu/GraphicDesign.xml**

**Program Description**

This college credit certificate program has two certificates that allow the student to focus on specific areas of Graphic Design Technology: Multimedia Arts or Web Design.

These certificates are valuable to the student who plans to enter the field, as well as the student who is already working in the industry and wishes to update his or her skills.

**Career Path Notes**

Credits earned in these certificates will transfer directly into the Associate in Applied Science/Associate in Science degrees in Graphic Design Technology.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program credits: 24.

**Location**

The program is offered on the Lake Worth campus.

### MULTIMEDIA ARTS CCC 6022*

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| ART 1201C | Design Fundamentals | 3 |
| ART 1300C | Drawing 1 | 3 |
| GRA 2131C | Multimedia Graphics | 3 |
| ART 1205C | Color Design | 3 |
| PGY 1401C | Introduction to Photography | 3 |
| GRA 2132C | Multimedia Design | 3 |
| GRA 2160C | Multimedia Animation | 3 |
| GRA 2136C | Multimedia Video Editing | 3 |
| **Total Program Credits** | | **24** |

** Those students going on to the AAS/AS degree would reduce their AS elective courses to 1 credit.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=60**

### WEB DESIGN CCC 6023**

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| ART 1201C | Design Fundamentals | 3 |
| ART 1300C | Drawing 1 | 3 |
| GRA 2131C | Multimedia Graphics | 3 |
| ART 1205C | Color Design | 3 |
| GRA 2144C | Graphic Web Design | 3 |
| GRA 2160C | Multimedia Animation | 3 |
| GRA 2722C | Dreamweaver | 3 |
| Graphic Design Elective (GRA, ART, PGY) | | 3 |
| **Total Program Credits** | | **24** |

*** Students completing the AS degree with this certificate may substitute GRA 2131 for the required course GRA 2100C. Students pursuing the AAS and AS will reduce their AS elective courses to 1 credit.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=61**

# Motion Picture and Television Production Technology CCC

**Program Web Site**

**www.palmbeachstate.edu/MotionPictureandTelevisionProduction.xml**

**Program Description**

These college credit certificate programs offer an introduction or area specific knowledge to enhance an existing career or introduce the students to possibilities within the film and television industries. All courses may be transferred into one of our A.S. degrees. Students work cooperatively with students enrolled in concurrent courses to complete production projects outside of regular class meetings.

**Career Path Notes**

Credits earned in these programs will transfer directly into the Associate in Science (A.S.) degree in Motion Picture and Television Production.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

These certificates can be earned in as little as one semester.

**Location**

The program is offered on the Lake Worth campus.

## DIGITAL MEDIA PRODUCTION CCC 6038

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| RTV 1100C | Writing for Broadcast and Documentary Production | 3 |
| FIL 2571C | Introduction to Editing | 3 |
| RTV1201C | Videography | 3 |
| FIL2361C | Directing and Producing for Broadcast and Documentary Production | 4 |
| RTV2245C | News Magazine Production | 4 |
| -or- | | |
| RTV2333C | Documentary Production | 4 |
| **Total Required Course Credits** | | **17** |
| **Total Program Credits** | | **17** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=145**

## POST PRODUCTION TECHNOLOGY CCC 6019

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| FIL 2571C | Introduction to Editing | 3 |
| FIL 2537C | Introduction to Sound | 3 |
| FIL 2561C | Advanced Editing | 3 |
| FIL 2538C | Advanced Sound for Film | 3 |
| GRA2156C | Photoshop 1 | 3 |
| FIL 2941 | Motion Picture Production Internship 1 | 1 |
| **Total Program Credits** | | **16** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=144**

# Graphic Design Technology

AAS A018 / AS 2011

**Program Web Site**

**www.palmbeachstate.edu/GraphicDesign.xml**

**Program Description**

This degree program is designed to prepare the student to enter the graphic design field, especially as it relates to the printing industry.

Each student will develop a portfolio, crucial for employment, while enrolled in the program. Course content includes design fundamentals, Macintosh computer applications, typography, photography and color design.

**Employment Opportunities**

Students who complete this program may find work as graphic designers, artists, Web page designers, illustrators, preflight administrator service providers, art directors, freelance designers, or junior designers.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

In addition, the Graphic Design program is approved for transfer to Florida Atlantic University's B.F.A. Graphic Design Program. Courses with an asterisk indicate transferability to FAU. For information on transfer agreements, visit **www.palmbeachstate.edu/transfer.xml**.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

Program/Interview Counseling: Students are required to seek advisement from the graphic design department chair to assure they enroll in the necessary courses to graduate on schedule.

**Completion Requirements**

A grade of C or higher is required to advance in the program. All Macintosh computer courses must to be taken within five years of graduation or must be repeated. For exceptions, see department chair. Students should be prepared to take day, evening and summer courses to complete their degree requirements.

**Program Length**

The program can be finished in two years of full-time enrollment or three years part time.

**Location**

The program is offered at the Lake Worth campus.

| **GENERAL EDUCATION REQUIREMENTS** | | **CREDITS** |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ARH 1000 | Art Appreciation * | 3 |
| ENC 1101 | College Composition 1 (A.S. students) | 3 |
| ENC 1210 | Technical Communications (A.A.S. students) | 3 |
| Any course from Mathematics - Area III (MAC 1105 recommended)** (A.S. students) | | 3 |
| MTB 1103 | Business Mathematics (A.A.S. students) | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Social Science - Area V (SYG 2000 recommended)** | | 3 |
| **Total Required General Education Credits** | | **15** |
| **REQUIRED COURSES** | | |
| ART 1201C | Design Fundamentals * (a) (b) | 3 |
| ART 1205C | Color Design* (a) (b) | 3 |
| ART 1300C | Drawing 1* (a) (b) | 3 |
| GRA 2171C | Portfolio Composition* | 3 |
| GRA 1190C | Graphic Design 1* | 3 |
| GRA 1530C | Typography | 3 |
| GRA 2100C | Introduction to Macintosh Graphics | 3 |
| GRA 2121C | QuarkXPress 1 | 3 |
| GRA 2151C | Illustrator 1 | 3 |
| GRA 2191C | Graphic Design 2* | 3 |
| GRA 2156C | Photoshop 1 | 3 |
| PGY 1401C | Introduction to Photography* (a) | 3 |
| **Total Required Course Credits** | | **36** |
| **ELECTIVES - Choose 13 credits** | | |
| ART 1301C | Drawing 2 | 3 |
| CGS 1030 | PC Starter | 1 |
| COP 2822 | Web Page Design (b) | 3 |
| GRA 2122C | QuarkXPress 2 | 3 |
| GRA 2131C | Multimedia Graphics (a) (b) | 3 |
| GRA 2152C | Illustrator 2 | 3 |
| GRA 2160C | Multimedia Animation (a) (b) | 3 |
| GRA 2722C | Dreamweaver (b) | 3 |
| GRA 2144C | Graphic Web Design (b) | 3 |
| GRA 2157C | Photoshop 2 | 3 |
| GRA 2940 | Graphic Design Internship | 3 |
| GRA 2132C | Multimedia Design (a) | 3 |
| GRA 2136C | Multimedia Video Editing (a) | 3 |
| PGY 2801C | Digital Photography 1 | 3 |
| **Total Required Elective Credits** | | **13** |
| **Total Program Credits** | | **64** |

*(a) Students completing these courses can apply for and receive the Multimedia Arts College Credit Certificate. Those certificate students going onto the AAS/AS degree would reduce their elective courses to 1 credit.*

*(b) Students completing these courses can apply for and receive the Web Design College Credit Certificate. Those certificate students going on to complete the AS degree may substitute GRA 2131 for the required course GRA 2100C and will reduce their elective courses to 1 credit.*

** These courses articulate with the B.F.A. Graphic Design Program at Florida Atlantic University.*

*** Students planning to participate in the transfer agreement with Florida Atlantic University must take MAC 1105 and SYG 2000 to be considered.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=59**

# Interior Design Technology

## AS 2012

**Program Web Site**

**www.palmbeachstate.edu/InteriorDesign.xml**

**Program Description**

This degree program offers courses in interior design that focus on professional and technical knowledge, client needs, cost effectiveness, building systems, health, safety and environmental issues, as well as aesthetic principles essential to understanding space planning and the design process.

This program was established to meet the educational requirements set by the state of Florida Board of Architecture and Interior Design for interior design licensing. This program also meets all the qualifications for accreditation from the National Kitchen & Bath Association (NKBA).

**Employment Opportunities**

An interior designer may be self-employed, or may work in areas such as hotel and restaurant chains, government agencies, and furniture and home stores.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

After completion of this program, four years of work experience under a licensed interior designer or registered architect is required to apply for licensing and to take the National Council for Interior Design Qualification (NCIDQ) Examination.

A student graduating from the program will be eligible to sit for the NKBA Associate Kitchen & Bath Designer (AKBD) academic exam and earn the Associate Kitchen & Bath Designer (AKBD) appellation. Afterwards, a minimum of three years full-time residential kitchen/bath design experience is required to sit for the NKBA design exam and become a Certified Kitchen and/or Bathroom Designer (CKD/CBD).

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must have a minimum 2.0 GPA in all major coursework. A grade of C or higher is required to advance in the program.

**Program Length**

The program can be finished in two years of full-time enrollment or three years part time.

**Location**

The program is offered at the Lake Worth campus.

| **GENERAL EDUCATION REQUIREMENTS** | | **CREDITS** |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ARH 1000 | Art Appreciation | |
| | -or- | |
| Any course from Humanities - Area II | | 3 |
| ENC 1101 | College Composition 1 | 3 |

| | | |
|---|---|---|
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| PSY 2012 | General Psychology | |
| | -or- | |
| Any course from Social Science – Area V | | 3 |
| Any course from either Math – Area III or Natural Science – Area IV | | 3 |
| **Total Required General Education Credits** | | **15** |

**REQUIRED COURSES**

| | | |
|---|---|---|
| IND 1233C | Design Studio 1 | 4 |
| IND 1234C | Design Studio 2 | 4 |
| IND 1401C | Technical Design 1 | 3 |
| IND 1935 | Building and Barrier Free Codes | 3 |
| IND 2100 | History of Interiors 1 | 3 |
| IND 2130 | History of Interiors 2 | 3 |
| IND 2202C | Introduction to Kitchen and Bath Design | 3 |
| IND 2237C | Design Studio 3 | 4 |
| IND 2238C | Design Studio 4 | 4 |
| IND 2307C | Interior Design Graphics | 3 |
| IND 2420 | Materials, Estimating and Specifications | 3 |
| IND 2424C | Technical Design 2 | 3 |
| IND 2432C | Interior Lighting | 3 |
| IND 2460C | CAD for Interiors 1 | 3 |
| IND 2505 | Professional Practices | 3 |
| IND 2608C | Sustainable Design | 3 |
| IND 2941 | Interior Design Internship | 2 |
| IND 2463C | CAD for Interiors 2 | |
| | -or- | |
| IND 2408C | CAD Kitchen and Bath | 3 |
| IND 2203C | Advanced Kitchen and Bath Design | 3 |
| **Total Required Course Credits** | | **60** |
| **Total Program Credits** | | **75** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=62**

# Motion Picture and Television Production Technology AS

**Program Web Site**

**www.palmbeachstate.edu/MotionPictureandTelevisionProduction.xml**

**Program Description**

These degree programs provide professional training in film, broadcast and documentary production for students interested in a career in film production, broadcast news and documentary filmmaking, or any combination of the three. There are two A.S. degree programs that prepare the student to work in a technical capacity in most key crew areas. In these programs students work alongside professionals using cutting edge equipment and technologies, while learning how to put together a film, news, or documentary project from the ground up.

The program offers internship experiences in cooperation with the local/regional motion picture and broadcast industry, and through student film, news, documentary, and commercial production projects. The courses are offered on a block schedule that requires the student to enroll in three or more major courses each term. Course content includes motion picture production, newsmagazine production, documentary production, cinematography, lighting, sound, editing and business concepts in the motion picture and broadcast industries.

Students work cooperatively with students enrolled in concurrent courses to complete production projects outside of regular class meetings.

**Employment Opportunities**

Organizations employing graduates include video and film production companies, government and educational agencies, motion pictures, commercial advertising studios and broadcast television stations.

Some entry-level positions include audio/sound technician, utility production assistant, set builder, video editor, non-linear editor, camera assistant, camera operator, production crew member and production assistant.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years of full-time enrollment or three years part time.

**Location**

The program is offered at the Lake Worth campus.

## MOTION PICTURE PRODUCTION CONCENTRATION AS 2282

| **GENERAL EDUCATION REQUIREMENTS** | | **CREDITS** |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 | 3 |
| ARH 1000 | Art Appreciation | |
| | -or- | |
| THE 1000 | Theatre Appreciation | 3 |
| Any course from Mathematics - Area III | | 3 |
| Any course from Social Sciences - Area V | | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| **Total Required General Education Credits** | | **15** |

**REQUIRED COURSES**

| | | |
|---|---|---|
| FIL 2000 | Film Appreciation | 3 |
| FIL 2480C | Directing for Film | 3 |
| FIL 2100 | Screenwriting | 3 |
| FIL 1461C | Cinematography | 3 |

| | | |
|---|---|---|
| FIL 2571C | Introduction to Editing | 3 |
| FIL 2561C | Advanced Editing | 3 |
| FIL 1518C | Lighting and Grip | 3 |
| FIL 2537C | Introduction to Sound | 3 |
| FIL 2538C | Advanced Sound for Film | 3 |
| FIL1680C | Film Producing & Production Management | 3 |
| FIL1456C | Production Design | 3 |
| FIL2420C | Motion Picture Production 1 | 3 |
| FIL2432C | Motion Picture Production 2 | 3 |
| FIL 2941 | Motion Picture Production Internship 1 | 1 |
| **Total Required Course Credits** | | **40** |

**ELECTIVES – Choose 9 credits**

| | | |
|---|---|---|
| FIL2425CR | Feature Film Production Projects | (3) |
| FIL2671C | Feature Film Post-Production and Marketing | (3) |
| FIL2130 | Advanced Screenwriting | (3) |
| FIL2910 | Independent Project in Motion Picture and Television Production | (3) |
| FIL2031 | Film History to the 1940s | (3) |
| FIL2032 | Film History Since the 1940s | (3) |
| FIL1490C | Acting for Film 1 | (3) |
| FIL2491C | Acting for Film 2 | (3) |
| FIL2488C | Directing for Actors | (3) |
| FIL2002 | Introduction to Film Studies | (3) |
| FIL2930 | Topics in Film Studies | (3) |
| FIL2952 | Portfolio Preparation | (2) |
| MUC2301 | Introduction to Electronic Music 1 | (3) |
| MUM2600 | Recording Techniques 1 | (3) |
| MUM2600L | Recording Techniques 1 Laboratory | (1) |
| TPP2100 | Acting 1 | (3) |
| TPA1200 | Stagecraft 1 | (3) |
| **Total Elective Course Credits** | | **9** |
| **Total Program Credits** | | **64** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=63**

## BROADCAST AND DOCUMENTARY PRODUCTION CONCENTRATION AS 2286

**GENERAL EDUCATION REQUIREMENTS** **CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

| | | |
|---|---|---|
| ENC1101 | College Composition 1 | 3 |
| ARH1000 | Art Appreciation | |
| -or- | | |
| THE1000 | Theatre Appreciation | 3 |
| Any course from Mathematics – Area III | | 3 |
| Any course from Social Sciences – Area V | | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| **Total Required General Education Credits** | | **15** |

**REQUIRED COURSES**

| | | |
|---|---|---|
| MMC1000 | Survey of Communication | 3 |
| RTV1100C | Writing for Broadcast and Documentary Production | 3 |
| FIL2571C | Introduction to Editing | 3 |
| FIL2561C | Advanced Editing | 3 |
| FIL1518C | Lighting and Grip | 3 |
| FIL2537C | Introduction to Sound | 3 |
| FIL2361C | Directing and Producing for Broadcast and Documentary Production | 4 |
| FIL1456C | Production Design | 3 |
| RTV1201C | Videography | 3 |
| RTV2000C | Television Studio Production | 3 |
| RTV2245C | News Magazine Production | 4 |
| RTV2333C | Documentary Production | 4 |
| RTV2940 | Broadcast Internship 1 | 3 |
| MMC1100 | Basic News Writing for Mass Media | 3 |
| **Total Required Course Credits** | | **45** |

**ELECTIVES – Choose 4 credits**

| | | |
|---|---|---|
| RTV2335C | Feature Documentary Production | 4 |
| RTV2250C | Feature Documentary Post-production | 3 |
| RTV2710 | Freelance Producing for the Broadcast Industry | 3 |
| GRA2156C | Photoshop I | 3 |
| **Total Elective Course Credits** | | **4** |
| **Total Program Credits** | | **64** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=64**

## INDEPENDENT FEATURE PRODUCTION CONCENTRATION AS 2287

**This program has been suspended and is not admitting any new students.**

**GENERAL EDUCATION REQUIREMENTS** **CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

| | | |
|---|---|---|
| ENC 1101 | College Composition I | 3 |
| PSC 1341 | Physical Science for Today's World | 3 |
| POS 1041 | Introduction to American Government | 3 |
| Any course from Humanities – Area II | | 3 |
| Any course from Mathematics – Area III | | 3 |
| **Total Required General Education Credits** | | **15** |

**REQUIRED COURSES**

| | | |
|---|---|---|
| FIL 2537C | Introduction to Sound | 3 |
| FIL 1518C | Lighting and Grip | 3 |
| FIL 1680C | Film Producing and Production Management | 3 |
| FIL 2425CR | Feature Film Production Projects (3 credits) (Repeat 3 times) | 9 |
| FIL 2480C | Directing for Film | 3 |
| FIL 1461C | Cinematography | 3 |
| FIL 2100 | Screenwriting | 3 |
| FIL 2571C | Introduction to Editing | 3 |
| FIL 2420C | Motion Picture Production 1 | 3 |
| FIL 2561C | Advanced Editing | 3 |
| -or- | | |
| FIL 2538C | Advanced Sound for Film | 3 |
| FIL 2470C | Advanced Cinematography | 4 |
| FIL 2130 | Advanced Screenwriting | 3 |
| -or- | | |
| FIL 2910 | Independent Project in Motion Picture and Television Production | 3 |
| -or- | | |
| FIL 2425CR | Feature Film Production Projects | 3 |
| FIL 2000 | Film Appreciation | 3 |
| FIL 2432C | Motion Picture Production 2 | 3 |
| **Total Required Course Credits** | | **49** |
| **Total Program Credits** | | **64** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=1x46**

# Health Care

## PSAV

Dental Assisting
Massage Therapy
Medical Assisting
Patient Care Assistant
Practical Nursing
Surgical Technology

## ATD

Medical Transcription

## CCC

Medical Information Coder/Biller
Sonography

## AAS/AS

Dental Hygiene
Health Information Management
Nursing
Radiography
Respiratory Care
Sonography

## ATC

Computed Tomography
Magnetic Resonance Imaging

## CCE (Corporate & Continuing Education)

Health Care

# Dental Assisting PSAV 5155

LIMITED ACCESS

**Program Web Site**

**www.palmbeachstate.edu/DentalHealth.xml**

**Program Description**

The Dental Assisting program is accredited by the American Dental Association Commission on Dental Accreditation and approved by the Florida State Board of Dentistry. This 10-month program begins in the fall term of each year and is structured as a daytime program only. Nineteen college credits and 21 vocational-educational credits comprise this PSAV Program. After successfully completing the program, the graduate will receive a certificate of completion and a Florida Expanded Functions Certificate. Graduates are eligible to take the Dental Assisting National Board to become certified dental assistants.

**Program Accreditation**

This program is accredited by the American Dental Association Commission on Dental Accreditation and approved by the Florida State Board of Dentistry.

**Employment Opportunities**

Students completing this program may seek employment as a Dental Assistant in various clinical settings, such as in a general dentist's office, a specialty dentist's office, the Public Health Department, or the Veterans Administration Clinic.

**Career Path Notes**

A student who completes the Dental Assisting Program will be eligible to transfer up to 19 college credits toward the Associate of Science in Dental Hygiene Degree.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Special Admission Requirements**

The Dental Assisting Program is limited in the number of students it may admit to each class. The following criteria are established to be eligible for placement in the selection pool, and must be met by the application deadline date. These criteria supersede any other information. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process. The applicant must submit a completed Dental Assisting application (and all documentation) to the Admissions office at the Lake Worth location by July 1st in order to be eligible for consideration for selection.

**1. COMPLETE PALM BEACH STATE APPLICATION**

First-time Palm Beach State Students: Submit a completed Palm Beach State general application at **www.FACTS.com** (choose Admissions) and pay the appropriate fee by the deadline date. This one-time fee is $20 for U.S. citizens, $30 (U.S. currency) for international students and is non-refundable. Be sure to insert your current and active e-mail address where requested; be specific regarding your program of study. Once submitted, a confirmation page with conditions of admission will be sent to the e-mail address provided in the college application. Print the confirmation page and follow the instructions within.

**2. COMPLETE DENTAL ASSISTING APPLICATION**

In addition to the Palm Beach State general application, the applicant must also submit the program application, which can be located at **www.palmbeachstate.edu/dentalhealth.xml**. There is a $10 non-refundable processing fee due with each

Dental Assisting program application. Submit a paid receipt for this processing fee along with a Palm Beach State Dental Assisting program application to the Admissions Office.

**3. ACADEMIC HIGH SCHOOL DIPLOMA OR GED**

Official standard high school transcripts or equivalent (transcripts are considered official if sent directly to Palm Beach State from the previous institution or hand delivered in a sealed envelope sealed by the issuing institution) delivered to Palm Beach State Admissions Office showing proof of a standard high school graduation, GED, or validated foreign equivalent.

All applicants – new, current, and college transfer students must have their official high school or GED transcript on file at the College. You may download the transcript request form at **www.palmbeachstate.edu/Transcripts.xml**.

Students who received a Florida GED can request their scores using the downloaded form at **www.palmbeachstate.edu/Transcripts.xml**.

**4. COLLEGE TRANSCRIPTS**

Official college transcripts (transcripts are considered official if sent directly to Palm Beach State from the previous institution or be hand-delivered in a sealed envelope sealed by the issuing institution) from ALL post-secondary institutions attended must be submitted. You may download the transcript request form at **www.palmbeachstate.edu/Transcripts.xml**. All post-secondary records from out of the country must be submitted with a commercial evaluation. If you have attended college, we still require proof of a standard high school diploma, GED or validated foreign equivalent. Commercial evaluation of foreign transcripts must be conducted by approved evaluators listed at **www.palmbeachstate.edu/Foreigntranscript.xml**. A minimum 2.0 cumulative college GPA is required to be eligible for consideration in the selection process.

**5. PLACEMENT TEST SCORES**

A. TABE TEST: All students must take the Test of Adult Basic Education (TABE), Survey, Level A, prior to the start of the Dental Assisting program. A score at least at the 12th grade competency level in all parts (English, reading, and math) of the examination must be mastered in order to graduate the program and receive the certificate of completion. Your scores are valid for two years. The Student Learning Center at each Palm Beach State location provides TABE remediation courses for students who need additional skills to pass the TABE test. For more information, please call (561) 868-3795.

B. TABE Exemptions: Students with an A.A.S degree or higher; students who have successfully completed the College Level Academic Skills Test (CLAST); or students who have already met the minimum cut scores, within the past two years, on the FCELPT (CPT), SAT1 or ACT-E, are exempt from the exam. Documentation required.

C. TEAS Test: All students must take the Test of Essential Academic Skills (TEAS) prior to application to the Dental Assisting program. The four areas (English, reading, math, and science) must average to 55 or above in order to be considered for selection into the program.

**6. PROGRAM COUNSELING**

All students are strongly encouraged to speak with the dental health services coordinator for counseling, as early as possible prior to application. Call (561) 868-3752 for an appointment or e-mail kuzmireb@palmbeachstate.edu.

**7. SPECIAL NOTES**

A. Once officially accepted into the Dental Assisting program a criminal background assessment (15 years or up to 5 criminal searches), a drug screening (10 panel), and a medical exam (including a record of immunizations) within one year prior to the start of the program must be submitted by the applicant.

B. All accepted applicants for the Dental Assisting program are strongly encouraged to be currently immunized against communicable diseases, including Hepatitis B. Documentation of completion of or refusal to obtain Hepatitis B immunization must be provided upon entrance into the program.

C. The student will be automatically enrolled in the student accident/health insurance coverage program provided by Palm Beach State.

D. All program courses with the prefix DEA plus DES 1800, DES 1800L, DES 1200 and DES 1200L must be passed in sequence with a grade of Pass, or C or higher to continue in the program. Other courses may be passed at the level of D to continue, but students who receive one grade of D and who at a later time wish to apply to the Palm Beach State Dental Hygiene program would not be granted admission to that program until that course has been repeated and a grade of C or higher earned. See 6.E below for additional information regarding grades and Dental Hygiene programadmission policies.

E. Any student who has withdrawn from or failed one Dental Assisting (DEA) or Dental Hygiene (DEH or DES) course and wishes to re-enter the program must re-apply for a place in the following year's class. If advanced standing in the class is requested, it will be granted on a space available basis only. That student will also be required to: (1) repeat any failed or withdrawn course and (2) repeat for audit his/her last successfully completed clinical course. Two separate failures of any Dental Assisting and/or Dental Hygiene course(s) will render the student ineligible for readmission to a Dental Assisting class. In addition, two separate grades of D or F in any DEA, DEH or DES course(s) will render the student ineligible for selection for admission to any subsequent Dental Hygiene class.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

This full-time day, ten-month program begins once a year in the Fall Term.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDIT HRS/VOC. CREDITS |
|---|---|---|
| DES 1020 | Dental Anatomy* | 3/0 |
| DES 1200 | Dental Radiology* | 2/0 |
| DES 1200L | Dental Radiology Lab* | 1/0 |
| DES 1600 | Office Emergencies* | 1/0 |
| DES 1800 | Introduction to Clinical Procedures* | 3/0 |
| DES 1800L | Introduction to Clinical Procedures Lab* | 1/0 |
| DEA 0130 | Related Dental Theory | 0/1 |
| DEA 0800 | Clinical Practice 1 | 0/1 |
| DEA 0800L | Clinical Practice 1 Lab | 0/4 |
| DEA 0940L | Dental Practicum 1 Lab | 0/1 |
| DES 1100 | Dental Materials* | 2/0 |

| | | |
|---|---|---|
| DES 1100L | Dental Materials Lab* | 1/0 |
| DEA 0153 | Dental Psychology and Communication | 0/1 |
| DEA 0801 | Clinical Practice 2 | 0/1 |
| DEA 0801L | Clinical Practice 2 Lab | 0/8 |
| DEA 0941L | Dental Practicum 2 Lab | 0/3 |
| DES 1832 | Expanded Functions Lecture* | 1/0 |
| DES 1832L | Expanded Functions Lab* | 1/0 |
| DES 1840 | Preventive Dentistry* | 2/0 |
| DES 2502 | Office Management* | 1/0 |
| DEA 0850 | Dental Assisting Clinical Practice 3 | 0/1 |
| DEA 0850L | Clinical Practice 3 Lab | 0/4 |
| **Total Program Credit Hours/Voc Credits** | | **19/25** |

**This course articulates with the Palm Beach State Dental Hygiene Program.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=73**

# Massage Therapy PSAV 5232

LIMITED ACCESS

**Program Web Site**

**www.palmbeachstate.edu/MassageTherapy.xml.**

**Program Description**

This PSAV limited access program prepares the student for employment as a licensed massage therapist. Massage therapy is the manipulation of the soft tissues of the human body by a person who is licensed for compensation.

Courses will include lecture and laboratory/clinical experience. Course content includes anatomy and physiology, hydrotherapy, myology, pathology, health care concepts, medical errors, HIV/AIDS education, history, state law, ethics, a variety of allied modalities and traditional oriental medicine.

**Program Accreditation**

This program is accredited by the Florida Board of Massage Therapy.

**Employment Opportunities**

After completing this program and obtaining their license, students may seek employment as a massage therapist in a private office or clinic, health club, sports facility, resort, spa, rehabilitation clinic, medical facility, cruise ship or in private client homes.

**Career Path Notes**

Upon completion of the Massage Therapy program, students receive a Massage Therapy program certificate. The student is then eligible to take the Florida State massage therapy examination. Because the Florida State Board of Massage Therapy has adopted the national examination, once passing this exam, students are granted a Florida State Massage Therapy license and a national certification for Therapeutic Massage and Bodywork.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**. Students in this program are required to take the TABE (Test of Adult Basic Education) before registering for classes. See program Web site for **Summer & Fall Applications**.

1. Students must be 18 years of age or older.
2. Health examination, criminal background check and drug screen results are required to be submitted to the program manager prior to the first day of Massage Therapy I. Examination, background check & drug screening must have been performed within the six months prior to the first day of Massage Therapy I class.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 10; English: 10; Mathematics: 9 or qualify for TABE exemption (**www.palmbeachstate.edu/vpiLW.xml**).

**Program Length**

Total program hours: 750

**Location**

The program is offered at the Boca Raton campus.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| HSC 0003 | Health Care Concepts | 78 |
| MSS 0252 | Massage Therapy 1 | 200 |
| MSS 0262 | Massage Therapy 2 | 235 |
| MSS 0263 | Massage Therapy 3 | 237 |
| **Total Program Hours** | | **750** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=74**

# Medical Assisting PSAV 5236

LIMITED ACCESS

**Program Web Site**

**www.palmbeachstate.edu/MedicalAssistant.xml**

**Program Description**

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

This PSAV program prepares students for employment as vital members of a physician's health care team. This program is taught in an office-like setting, allowing students to learn the necessary skills to work in both the administrative and clinical settings of a physician's office or an outpatient clinic.

Coursework for the Medical Assisting program covers anatomy, physiology, medical terminology, pathophysiology, basic accounting, insurance processing and electronic health records. Students learn laboratory techniques, clinical and diagnostic procedures, pharmaceutical principles, medication administration and first aid. Coursework also includes practice with such skills as insurance coding and billing, posting charges, basic bookkeeping, front office reception, patient assessment, assisting with examinations, giving injections, phlebotomy, taking vital signs, doing electrocardiography and much more.

**Program Accreditation**

The Palm Beach State College Medical Assisting program is the only Medical Assisting Program in Palm Beach County accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Medical Assisting Education Review Board (MAERB), 20 N. Wacker Dr., Suite 1575, Chicago, Il 60606, 1-800-228-2262.

**Employment Opportunities**

Upon completion of this program, you may seek employment as a medical assistant in a physician's office or outpatient clinic.

**Career Path Notes**

Upon program completion, students may sit for the American Association of Medical Assisting (AAMA) national certification exam to become a Certified Medical Assistant (CMA). Graduates from the Medical Assisting Program qualify for articulation into the Health Information Management (HIM) AS Degree Program.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

1. High school diploma (or equivalent) and College Application submitted to Palm Beach State **www.palmbeachstate.edu/Admissions.xml**.
2. In addition, students must complete a Limited Access Program Application on **www.palmbeachstate.edu/MedicalAssistant.xml** before registering for classes.
3. PSAV students are required to take the Test of Adult Basic Education (TABE) and pass prior to program completion.
4. All applicants must take the Test of Essential Academic Skills (TEAS).
5. Criminal background checks, physical exam, drug screening information will be included in the Provisional Acceptance notice and must be submitted prior to the start of the class.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 10; English: 10; Mathematics: 10 or qualify for TABE exemption (**www.palmbeachstate.edu/vpiLW.xml**).

**Program Length**

1,300 hours, or approximately 13 months. Medical Assisting is a daytime program only.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| HSC 0003 | Health Care Concepts | 78 |
| PRN 0022 | Body Structure and Function | 69 |
| MEA 0230 | Medical Terminology for Body Systems | 95 |
| OTA 0100 | Introduction to Keyboarding/Word Processing | 60 |
| MEA 0310 | Introduction to Medical Office Procedures | 90 |
| MEA 0520 | Phlebotomy for the Medical Assistant | 75 |
| MEA 0242 | Pharmacology for the Medical Assistant | 95 |
| MEA 0540 | Electrocardiography for the Medical Assistant | 75 |
| MEA 0234 | Diseases, Disorders and Treatment for Medical Assisting 1 | 120 |
| MEA 0258 | Radiology for the Medical Assistant | 50 |
| MEA 0334 | Medical Insurance and Coding | 75 |
| MEA 0237 | Diseases, Disorders and Treatment for Medical Assisting 2 | 120 |
| MEA 0254 | Basic Medical Laboratory Techniques for the Medical Assistant | 50 |
| MEA 0322 | Advanced Medical Office Procedures | 75 |
| MEA 0801 | Externship in Medical Assisting | 173 |
| **Total Program Hours** | | **1,300** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=75**

# Patient Care Assistant

## PSAV 5233

**Program Web Site**

**www.palmbeachstate.edu/PCA.xml**

**Program Description**

This PSAV program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant. Students can begin their health careers by enrolling in the Patient Care Assistant program. This is the first step on the nursing or health care career ladder.

The Patient Care Assistant curriculum integrates classroom with clinical performance. Course content includes basic concepts in health science, nursing assistant, home health aide and patient care assisting.

**Program Accreditation**

This program is accredited by the Florida Board of Nursing.

**Employment Opportunities**

Students who complete this program may provide patient care in hospitals, long-term care facilities, rehabilitation clinics or private homes.

**Career Path Notes**

The Patient Care Assistant program is designed to have multiple career options. Students who complete the program will have a base on which more complex skills can be added.

Students who complete the program will receive certificates in nursing assisting (75 hours), home health aide (50 hours) and patient care assisting (75 hours) and will be eligible to take the Florida Certification Exam for Nursing Assistants.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Students must complete College Application **(www.palmbeachstate.edu/Admissions.xml)**. No high school diploma (or equivalent) is required.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Approximate length: 3½ months. Program is offered full time days and part time evenings.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| **Group A** | | |
| HSC 0003 | Health Care Concepts | 78 |
| HSC 0003L | Health Care Concepts Lab | 12 |
| HCP 0120 | Nursing Assistant | 75 |
| **Group B** | | |
| HCP 0300 | Home Health Aide | 50 |
| **Group C** | | |
| HCP 0620 | Patient Care Assistant | 75 |
| **Total Program Hours** | | **290** |

*This program does not offer a formal award.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=76**

# Practical Nursing PSAV 5234

LIMITED ACCESS

**Program Web Site**

**www.palmbeachstate.edu/LPN.xml**

**Program Description**

This PSAV program prepares graduates for employment as licensed practical nurses.

The program includes but is not limited to theoretical instruction and clinical experience in: medical-surgical nursing, pharmacology and medication administration, geriatric and long term care nursing, and obstetrical and pediatric nursing.

The program is approved by the Florida State Board of Nursing. Graduates are eligible to take the NCLEX-PN state boards to become licensed practical nurses.

Clinical experiences are included as an integral part of this program.

**Program Accreditation**

This program is accredited by the Florida Board of Nursing.

**Employment Opportunities**

The Licensed Practical Nurse is qualified for employment in hospitals, long-term care facilities, rehabilitation medical offices or clinics and as a private care provider.

**Career Path Notes**

An LPN will be granted 10 credits towards the A.S. degree in Nursing.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

Students in this program are required to take the Test of Adult Basic Education (TABE) before registering for classes.

1. Achieve an 80% on the Practical Nursing Procalc (test of math proficiency).
2. Take and pass the Test of Essential Academic Skills (TEAS) during the application period. This test can only be taken once during any one application period.
3. In addition, students must complete a Practical Nursing application, which is available online at **www.palmbeachstate.edu/LPN.xml** or in the Registrar's Office.

**Completion Requirements**

Successfully complete all of the courses and achieve the required test scores in the program. Achieve an 11th grade level or higher in math, reading and language on the TABE or qualify for TABE exemption (**www.palmbeachstate.edu/vpiLW.xml**).

**Program Length**

Total program hours: 1,350.

Lake Worth program length: approximately 16 months. This is a full-time day program. Classroom hours are 8:00 a.m. until 1:30 p.m. Monday through Thursday. Clinical hours are 7:00 a.m. until 3:30 p.m. Monday through Thursday.

**Location**

The program is offered on the Lake Worth campus.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| **Group A** | | |
| HSC 0003 | Health Care Concepts | 78 |
| PRN 0500 | Principles of Basic Nursing Skills | 90 |
| **Group B** | | |
| PRN 0000 | Fundamentals of Nursing | 100 |
| PRN 0010 | Comprehensive Nursing and Transitional Skills | 106 |
| PRN 0021 | Growth/Development and Nutrition | 96 |
| PRN 0022 | Body Structure and Function | 69 |
| PRN 0030 | Introduction to Drug Therapy | 100 |
| PRN 0100 | Maternal and Newborn Health | 86 |
| PRN 0201 | Medical-Surgical Nursing 1 | 104 |
| PRN 0202 | Medical-Surgical Nursing 2 | 115 |
| PRN 0203 | Medical-Surgical Nursing 3 | 123 |
| PRN 0206 | Medical-Surgical Nursing 4 Including Pediatrics | 101 |
| PRN 0385 | Introduction to Medical/Surgical Nursing 1 | 78 |
| PRN 0386 | Introduction to Medical/Surgical Nursing 2 | 104 |
| **Total Program Hours** | | **1,350** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=90**

# Surgical Technology PSAV 5235

LIMITED ACCESS

**Program Web Site**

**www.palmbeachstate.edu/SurgicalTechnology.xml**

**Program Description**

This program is designed to prepare the student for employment as a surgical technologist. In a simulated surgical environment, the student will practice preparing, setting up and maintaining a sterile field; preparation of supplies and equipment for surgery; and patient preparation. Course content includes surgical technology concepts, surgical techniques and procedures. Clinical learning experiences in an operating room and related areas are an integral part of this program.

Students in the surgical technology program learn through classroom instruction and six months of clinical experience in operating room and related areas. In a simulated surgical environment, students practice: preparing, setting up and maintaining a sterile field; preparation of supplies and equipment for surgery; and patient preparation.

**Program Accreditation**

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

**Employment Opportunities**

Graduates of the program may find employment in hospital operating rooms, outpatient surgical centers, labor and delivery units, physician's offices and medical sales positions.

**Career Path Notes**

The Surgical Technology Program provides students with necessary job skills and motivation in keeping with standards of practice as established by the Association of Surgical Technologists and the Association of Operating Room Nurses enabling them to qualify for, secure, maintain, and advance in gainful employment in the field of surgical technology.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

Students in this program are required to take the Test of Adult Basic Education (TABE) before registering for classes.

1. Students must take the Testing of Essential Academic Skills (TEAS).
2. Students must complete a Surgical Technology application, which is available online at **www.palmbeachstate.edu/SurgicalTechnology.xml** or in the Registrar's Office.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 11; English: 11; Mathematics: 10 or qualify for TABE exemption (**www.palmbeachstate.edu/vpilw.xml**). No minimum scores for TEAS but must still take test.

**Program Length**

Total program hours: 1,340 hours, three terms or approximately 13½ months. This is a full-time day program from 8:00 a.m. until 3:00 p.m. Monday through Thursday. (Clinical hours are 6:45 a.m. until 3:15 p.m.). There are two admission opportunities each year – Fall (October) and Summer A (May).

**Location**

The program is offered on the Lake Worth campus.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| HSC 0003 | Health Care Concepts | 78 |
| PRN 0022 | Body Structure and Function | 69 |
| STS 0003 | Introduction to Surgical Technology | 96 |
| STS 0155L | Operating Room Technique | 96 |
| STS 0005C | Principles of Asepsis | 96 |
| STS 0150C | Surgical Technology Procedures | 96 |
| STS 0805 | Perioperative Anatomy and Medical Terminology | 48 |
| STS 0805L | Perioperative Anatomy Lab | 48 |
| STS 0008 | Pharmacology for the Surgical Technologist | 48 |
| STS 0003L | Introduction to Clinical Practicum | 48 |
| STS 0120 | Surgical Specialties 1 | 32 |
| STS 0255L | Surgical Specialties 1 Clinical | 184 |
| STS 0121 | Surgical Specialties 2 | 32 |
| STS 0256L | Surgical Specialties 2 Clinical | 184 |
| STS 0949C | Clinical Practicum (4 Clinical days per week for 6 weeks) | 185 |
| **Total Program Hours** | | **1,340** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=77**

# Medical Transcription

## ATD B525

**Program Web Site**

**www.palmbeachstate.edu/MedicalTranscription.xml**

**Program Description**

This applied technology diploma program prepares the student for employment as a medical language specialist/medical transcriptionist (MLS/MT). MLS/MTs are specialists in medical language and health care documentation. They interpret and transcribe dictation by physicians and other health care professionals regarding patient assessment, workup, therapeutic procedures, clinical course, diagnoses, prognoses, etc. The MLS/MT also edits detailed medical reports generated by Speech-Recognition Technology (SRT) software, editing medical content, English, grammar and punctuation as necessary.

Course content is comprehensive to serve the student with no previous medical background or experience. It includes medical terminology, anatomy and physiology, health information management as well as computer proficiency, employing a state-of-the-art training program and techniques utilizing authentic physician-generated dictation as well as SRT-generated text.

**Employment Opportunities**

MLS/MTs work in hospitals, clinics, physician offices, transcription services, insurance companies, home health care agencies and other locations where dictation for the purpose of health care documentation requires transcription. Most MLS/MTs work from their homes as independent contractors, subcontractors, or home-based employees who enjoy the full benefits of their employer, including medical benefits, paid time off, 401K, etc. Medical transcription/editing is the only completely mobile health care occupation available today.

**Career Path Notes**

Students who complete this program are eligible to sit for the Association for Healthcare Documentation Integrity (AHDI) Registered Medical Transcriptionist (RMT) certification examination, developed to assure employers that successful candidates are qualified to practice as an MLS/MT.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and college application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

PSAV students are required to take the TABE test before registering for foundation (entry-level) courses. See VPI Lab at ETA 253, Lake Worth Campus, or call 561-868-3795 for remediation.

Students must have an entry level typing speed for core (advanced) courses of 45 words per minute (wpm). Exit level should be a minimum of 60 wpm for employment.

Students proficient in computer/keyboarding at levels higher than noted above may be eligible to submit a Prior Learning Portfolio to satisfy keyboard course requirements.

Test of Adult Basic Education (TABE) minimum scores: Language 11; Math 10; Reading 11.

**Completion Requirements**

All courses must be successfully completed. TABE scores must be at or above minimum level (see Admission Requirements). All financial responsibilities must be satisfied.

**Program Length**

Total program clock hours 1,200. Approximate program length is 18 months as a part-time student. Program may be completed on a "fast-track" basis, which may reduce total program length to approximately 12 months.

**Location**

This program is offered at the Lake Worth campus. All core courses are currently offered 100% online as well as select prerequisite and/or co-requisite courses depending on specific semester offerings.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| HSC 0003 | Health Care Concepts * | 78 |
| MEA 0230 | Medical Terminology for Body Systems * | 95 |
| PRN 0022 | Body Structure and Function * | 69 |
| OTA 0100 | Introduction to Keyboarding/Word Processing * | 60 |
| OTA 0131 | Intermediate Keyboarding and Document Processing | 60 |
| HIM 0263 | Professional Skills for the Medical Transcriptionist | 90 |
| HIM 0030 | Fundamentals of Medical Transcription | 140 |
| HIM 0001 | Health Information Management | 90 |
| HIM 0439 | Pathophysiology and Pharmacology for Health Professions | 90 |
| HIM 0060 | Medical Transcription 1 | 140 |
| HIM 0062 | Medical Transcription 2 | 140 |
| HIM 0812 | Medical Transcription Externship | 148 |
| **Total Program Hours** | | **1,200** |

**Entry Level Program Courses*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=133**

# Medical Information Coder/Biller CCC 6528

LIMITED ACCESS

**Program Web Site**

**www.palmbeachstate.edu/MedicalCode.xml**

**Program Descriptions**

This program prepares students for employment as medical coders and health insurance specialists. The medical coder is responsible for assigning correct diagnostic and procedural codes to medical documentation from patients' medical records to ensure appropriate medical insurance reimbursement and compliance.

The Medical Information Coder/Biller program content is comprehensive, covering both inpatient and outpatient coding and documentation principles. This requires knowledge and abilities in anatomy and physiology, pathophysiology, pharmacology, computer software, reimbursement, health insurance, ethics, legal and regulatory requirements, and health information management.

**Program Accreditation**

The Medical Information Coder/Biller program is accredited by the American Health Information Management Association (AHIMA). This designation acknowledges the coding program as having been evaluated by a peer review process against a national minimum set of standards for entry-level coding professions. This process allows academic institutions, health care organizations, and private companies to be acknowledged as offering an AHIMA Approved Coding Certificate program.

**Employment Opportunities**

Upon completion of this program, the student may seek employment as a medical coder or health insurance specialist in a hospital, physician's office, intermediate care facility, insurance company, billing company or clinic. A medical information coder/biller uses the clinical documentation, diagnosis and procedures and translates them into numeric codes. These numeric codes are input into the computer system and used for reimbursement, quality assurance and research.

**Career Path Notes**

Completion of the program will provide students with 34 credits, which may be applied to the Health Information Management Associate in Science degree.

Upon completion of the program students can sit for the American Health Information Management Association (AHIMA) CCA certification examination and/or the American Academy of Professional Coders (AAPC) CPC-A certification examination.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

In addition, students must complete a limited access program application which is available online at **www.palmbeachstate.edu/HealthInfoMgmt.xml.**

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program credits: 34. Total program length: 6 semesters

part-time. Most of the Medical Information Coder/Biller courses are formatted as hybrid online courses.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| BSC2085 | Anatomy and Physiology 1 | 3 |
| BSC2085L | Anatomy and Physiology 1 Lab | 1 |
| CGS1100 | Microcomputer Applications | 3 |
| BSC2086 | Anatomy and Physiology 2 | 3 |
| BSC2086L | Anatomy and Physiology 2 Lab | 1 |
| HSC2531 | Medical Terminology | 3 |
| HIM1000C | Introduction to Health Information Management | 3 |
| HIM1433C | Pathophysiology for Health Information Management | 2 |
| HIM1442C | Pharmacology for Health Information Management | 2 |
| HIM1282C | Fundamentals of Medical Coding | 3 |
| HIM2222C | Medical Coding 1 | 3 |
| HIM2272C | Medical Reimbursement and Revenue | 3 |
| HIM2253C | Medical Coding 2 | 3 |
| HIM2810L | Advanced Coding Practicum | 1 |
| **Total Required Course Credits** | | **34** |
| **Total Program Credits** | | **34** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=78**

# Sonography CCC 6312

LIMITED ACCESS

**Program Web Site**

**www.palmbeachstate.edu/Sonography.xml**

**Program Description**

This college credit certificate program prepares students for a career as a sonographer, who combines creativity and advanced technological equipment to produce images of the body. The diagnostic medical sonographer works with other health care practitioners in the management, control and care of patients referred for ultrasound studies.

Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

**Employment Opportunities**

Students who complete the program may find employment in areas such as hospitals, physicians' offices, laboratories and commercial companies.

**Career Path Notes**

Sonographers may choose to achieve advanced certification in specialized areas of sonography. After completion of the program, students are eligible to take the Registered Diagnostic Medical Sonographers (RDMS) exam.

Credits earned in this program will transfer directly into the Associate in Science (A.S.) degree in sonography.

**Admission Requirements**

Applicants to this limited access program must document one of the following:

- Completion of a two-year allied health education program that is patient care related, including but not limited to radiography, respiratory therapy or nursing with required classes.
- Bachelor degree with required classes.
- Required classes are Anatomy & Physiology with a lab, General Physics, College English and College Algebra (C or higher).

Those applicants who have a bachelor's degree are required to have direct patient-care experience (minimum of one year) or complete HSC0003 or equivalent.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program credits: 42. This is a four-semester curriculum that begins in summer term each year. The courses are sequential and involve practical experience in local hospitals and clinics. Full-time commitment begins in the fall term.

**Location**

The program is offered at the Palm Beach Gardens campus.

| REQUIRED COURSES | | CREDIT HOURS |
|---|---|---|
| SON 1311 | Sonography Cross Sectional Anatomy | 2 |
| SON 1100 | Principles and Protocols of Sonography | 3 |
| SON 1614 | Medical Sonographic Physics 1 | 3 |
| SON 1111 | Abdominal Sonography 1 | 3 |
| SON 1121 | Sonographic OB/GYN 1 | 3 |
| SON 1000 | Practical Aspects of Sonography 1 | 3 |
| SON 1804L | Clinical Education 1 | 3 |
| SON 1618 | Medical Sonographic Physics 2 | 3 |
| SON 1112 | Abdominal Sonography 2 | 3 |
| SON 1122 | Sonographic OB/GYN 2 | 3 |
| SON 1001 | Practical Aspects of Sonography 2 | 3 |
| SON 1814L | Clinical Education 2 | 3 |
| SON 1170 | Sonography of the Circulatory System | 3 |
| SON 1824L | Clinical Education 3 | 4 |
| **Total Program Credits** | | **42** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=79**

# Dental Hygiene AS 2151

LIMITED ACCESS

**Program Web Site**

**www.palmbeachstate.edu/DentalHealth.xml**

**Program Description**

The Dental Hygiene Program s accredited by the ADA Commission on Dental Accreditation and approved by the Florida State Board of Dentistry. The program leads to an A.S. degree and is approximately 21 months in length, not including the time necessary to complete the general education and non-technical program core courses. All students accepted into the program must have completed all required natural science courses prior to the beginning of the Dental Hygiene Program, but no earlier than five years prior to the application deadline date. The Dental Hygiene Program begins with the fall term of each year, and is structured as a daytime program only. Graduates are eligible to take national and state or regional board examinations to become licensed dental hygienists.

**Program Accreditation**

This program is accredited by the American Dental Association (ADA) Commission on Dental Accreditation and approved by the Florida State Board of Dentistry.

**Employment Opportunities**

Students completing this program and passing the licensing examination may seek employment as a registered dental hygienist in various clinical settings, such as in a general dentist's office or a periodontist's office. Other employment opportunities may include the public health department, the veterans administration clinic, as a dental hygiene educator, or in oral health product sales.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Graduates of this accredited program are eligible to take national and state or regional board examinations to become licensed dental hygienists.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission**

The Dental Hygiene program is limited in the number of students it may admit to each class. The following criteria are established to be eligible for placement in the selection pool and must be met by the application deadline date. These criteria supersede any other information. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process. The applicant must submit a completed dental hygiene application (and all documentation) to the Admissions office at the Lake Worth location by May 15th in order to be eligible for consideration for selection.

**1. COMPLETE PALM BEACH STATE APPLICATION**

First-time Palm Beach State Students: Submit a completed Palm Beach State general application at www.FACTS.org (choose Admissions) and pay the appropriate fee by the deadline date. This one-time fee is $20 for U.S. citizens, $30 (U.S. currency) for international students and is non-refundable. Be sure to insert your current and active e-mail address where requested; be specific regarding your program of study. Once submitted, a confirmation page with conditions of admission will be sent to the e-mail address provided in the college application. Print the confirmation page and follow the instructions within.

**2. COMPLETE DENTAL HYGIENE APPPLICATION**

In addition to the Palm Beach State general application, the applicant must also submit the program application, which can be located at **www.palmbeachstate.edu/DentalHealth.xml**. There is a $20 non-refundable processing fee due with each Dental Hygiene program application. Submit a paid receipt for this processing fee along with a Palm Beach State Dental Hygiene program application to the Admissions Office.

**3. ACADEMIC HIGH SCHOOL DIPLOMA OR GED**

Official standard high school transcripts or equivalent (transcripts are considered official if sent directly to Palm Beach State from the previous institution or hand delivered in a sealed envelope sealed by the issuing institution) must be delivered to Palm Beach State Admissions Office showing proof of a standard high school graduation, GED, or validated foreign equivalent. All applicants – new, current, and college transfer students - must have their official high school or GED transcript on file at Palm Beach State. You may download the transcript request form at **www.palmbeachstate.edu/Transcripts.xml**. Students who received a Florida GED can request their scores using the downloaded form at **www.palmbeachstate.edu/Transcripts.xml**.

**4. COLLEGE TRANSCRIPTS**

Official college transcripts (transcripts are considered official if sent directly to Palm Beach State from the previous institution or hand-delivered in a sealed envelope sealed by the issuing institution) from ALL post-secondary institutions attended must be submitted. You may download the transcript request form **www.palmbeachstate.edu/Transcripts.xml**. All post-secondary records from out of the country must be submitted with a commercial evaluation. If you have attended college, proof of a standard high school diploma, GED or validated foreign equivalent is still required. Commercial evaluation of foreign transcripts must be conducted by approved evaluators listed at **www.palmbeachstate.edu/Foreigntranscript.xml**. A minimum 2.0 cumulative college GPA is required to be eligible for consideration in the selection process.

**5. PLACEMENT TEST SCORES**

All applicants must submit placement test scores which meet minimum requirements for entrance into college level English and mathematics courses, or required remedial work (including any and all necessary college preparatory courses) must have been successfully completed. Successful completion (C or higher) of a minimum of three college credits each in mathematics and English courses may be used in lieu of placement scores. However, placement test scores will be required to graduate even if previous math or English courses are used to meet selection eligibility criteria.

**6. PROGRAM COUNSELING**

All students are strongly encouraged to speak with the Dental Health Services coordinator for counseling, as early as possible prior to application. Call (561) 868-3752 for an appointment or e-mail kuzmireb@palmbeachstate.edu.

**7. Special Notes**

A. Applicants who have completed an articulated, accredited dental assisting program at Palm Beach State or another Florida institution must have passed all articulated (dental hygiene) courses in that program with a grade of C or higher to be considered for selection for admission.

B. Except for applicants mentioned above in A, all students accepted into the program must have completed all required natural science courses with a grade of C or better prior to the beginning of the Dental Hygiene program (but no more than five years prior to the application deadline date). See list of required sciences at the end of this section. Those specified in Section A may defer completion of all required basic science courses (with a grade of C or better) until the end of the first term of the program.

C. Once officially accepted into the Dental Hygiene Program a criminal background assessment (15 years or up to 5 criminal searches), a drug screening (10 panel), and a medical exam (including a record of immunizations) within one year prior to the start of the program must be submitted by the applicant.

D. All accepted applicants for the Dental Hygiene program are strongly encouraged to be currently immunized against communicable diseases, including Hepatitis B. Documentation of completion of, or refusal to obtain, Hepatitis B immunization must be provided upon entrance into the program.

E. The student will be automatically enrolled in the student accident/health insurance coverage program provided by Palm Beach State.

F. If a student has withdrawn from or received a grade of less than C in a dental hygiene technical core course, that student will not be able to continue in the program. To re-enter the program, he/she must reapply for a position in the following year's class on a space-available basis. If accepted, the student will then be required to: (1) repeat the failed or withdrawn course and (2) repeat for audit his/her last successfully completed clinical course. If a student has two separate failures in any course or courses with the prefixes DEH, DES, DEA (from either the Dental Hygiene or Dental Assisting program) he/she will be ineligible for selection for admission or for re-entry into the Dental Hygiene program.

All General Education requirements must be completed with a grade of C or better in order to be given credit for selection and/or graduation.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program is approximately 21 months in length, not including the time necessary to complete the required General Education and non-technical program core courses. It begins with the fall term of each year and is structured as a daytime program only.

**Location**

The program is offered at the Lake Worth campus.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

| | | |
|---|---|---|
| ENC 1101 | College Composition 1 | 3 |
| PSY 2012 | General Psychology | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| SYG 2000 | Introduction to Sociology | 3 |
| Any course from Mathematics - Area III | | 3 |
| Any course from Humanities - Area II | | 3 |
| **Total Required General Education Credits** | | **18** |

| NATURAL SCIENCE PROGRAM REQUIREMENTS | | |
|---|---|---|
| BSC 2085 | Anatomy & Physiology 1 | 3 |
| BSC 2085L | Anatomy & Physiology 1 Lab | 1 |
| BSC 2086 | Anatomy & Physiology 2 | 3 |
| BSC 2086L | Anatomy & Physiology 2 Lab | 1 |
| CHM 1020 | Principles of Chemistry | 3 |
| HUN 1201 | Elements of Nutrition | 3 |
| MCB 2010 | Microbiology | 3 |
| MCB 2010L | Microbiology Lab | 1 |
| **Total Required Natural Science Credits** | | **18** |

| REQUIRED COURSES | | |
|---|---|---|
| DEH 1003 | Dental Hygiene Instrumentation | 1 |
| DEH 1003L | Dental Hygiene Instrumentation Lab | 2 |
| DEH 1130 | Oral Embryology and Histology | 1 |
| DEH 1800 | Dental Hygiene 1 | 1 |
| DEH 1800L | Dental Hygiene 1 Lab | 4 |
| DEH 1802 | Dental Hygiene 2 | 1 |
| DEH 1802L | Dental Hygiene 2 Lab | 1 |
| DEH 1811 | Dental Ethics and Jurisprudence | 1 |
| DEH 2300 | Pharmacology | 2 |
| DEH 2400 | General and Oral Pathology | 2 |
| DEH 2602 | Periodontology | 2 |
| DEH 2701 | Community Dentistry | 2 |
| DEH 2702L | Community Dentistry Practicum | 1 |
| DEH 2804 | Dental Hygiene 3 | 1 |
| DEH 2804L | Dental Hygiene 3 Lab | 4 |
| DEH 2806 | Dental Hygiene 4 | 1 |
| DEH 2806L | Dental Hygiene 4 Lab | 5 |
| DEH 2934 | Compromised Patient | 1 |
| DES 1020 | Dental Anatomy * | 3 |
| DES 1100 | Dental Materials * | 2 |
| DES 1100L | Dental Materials Lab * | 1 |
| DES 1200 | Dental Radiology * | 2 |
| DES 1200L | Dental Radiology Lab * | 1 |
| DES 1600 | Office Emergencies* | 1 |
| DES 1800 | Introduction to Clinical Procedures * | 3 |
| DES 1800L | Introduction to Clinical Procedures Lab * | 1 |
| DES 1832 | Expanded Functions Lecture* | 1 |
| DES 1832L | Expanded Functions Lab* | 1 |
| DES 1840 | Preventive Dentistry * | 2 |
| DES 2502 | Office Management * | 1 |
| **Total Required Dental Hygiene Credits** | | **52** |
| **Total Program Credits** | | **88** |

** These courses will articulate from the Palm Beach State Dental Assisting Program.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=80**

# Health Information Management AS 2529

LIMITED ACCESS

**Program Web Site**

**www.palmbeachstate.edu/HealthInfoMgmt.xml**

**Program Description**

This degree program is designed to provide students with the technical expertise in management of health information contained both in paper and electronic formats. The student will obtain knowledge and skills to perform job functions in medical records, medical coding, medical billing and other information-based areas in both the hospital and outpatient settings. Graduates of the program will be able to provide reliable and valid information that drives the health care industry.

This program provides students with the technical expertise in health data collection, analysis, monitoring, maintenance, and reporting activities in compliance with established legal, ethical, regulatory and professional standards. Course content will include both paper and electronic information management concepts and technologies, in addition to ethical and medico-legal aspects, computer information technology, biomedical sciences, health record science, statistics and data literacy, medical coding, clinical classification systems, reimbursement methodologies, quality assessment, health care delivery systems, indexing, performance improvement and professional practice experience.

**Employment Opportunities**

The roles commonly filled by a registered health information technician (RHIT) include: cancer (or other disease) registrar, clinical coder/compliance auditor/vocabulary specialist, clinical data collection and reporting specialist, data integrity specialist, document imaging coordinator, information access/disclosure specialist, quality improvement specialist, reimbursement specialist/financial services liaison, and instructor/trainer.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Student may be eligible to take the registered health information technician (RHIT) and/or the certified coding associate (CCA) certification examinations.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

In addition, students must complete a limited access program application which is available online.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years of full-time enrollment or three years part time.

**Location**

The program is offered at the Lake Worth campus.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC1101 | College Composition 1 | 3 |
| STA2023 | Statistics | 3 |
| BSC2085 | Anatomy and Physiology 1 | 3 |
| BSC2085L | Anatomy and Physiology 1 Lab | 1 |
| BSC2086 | Anatomy and Physiology 2 | 3 |
| BSC2086L | Anatomy and Physiology 2 Lab | 1 |
| PSY2012 | General Psychology | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities – Area II | | 3 |
| **Total Required General Education Credits** | | **23** |
| **REQUIRED COURSES** | | |
| CGS1100 | Microcomputer Applications | 3 |
| MAN2021 | Principles of Management | 3 |
| HSC2531 | Medical Terminology | 3 |
| HIM1000C | Introduction to Health Information Management | 3 |
| HIM1433C | Pathophysiology for Health Information Management | 2 |
| HIM1442C | Pharmacology for Health Information Management | 2 |
| HIM1282C | Fundamentals of Medical Coding | 3 |
| HIM1210C | Health Information System | 3 |
| HIM2222C | Medical Coding 1 | 3 |
| HIM2272C | Medical Reimbursement and Revenue | 3 |
| HIM2510C | Healthcare Data Analysis | 3 |
| HIM1012C | Health Information Law, Ethics, and Compliance | 3 |
| HIM2253C | Medical Coding 2 | 3 |
| HIM2304C | Health Information Department Management | 3 |
| HIM1800C | Acute Care Professional Practice | 3 |
| HIM2810L | Advanced Coding Practicum | |
| | -or- | |
| HIM2826L | Alternative Care Professional Practice | 1 |
| **Total Required Course Credits** | | **44** |
| **Total Program Credits** | | **67** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=81**

# Nursing AS 2301

LIMITED ACCESS

**Program Web Site**

**www.palmbeachstate.edu/Nursing.xml**

**Program Description**

This degree program focuses on: wellness of self and others; technical nursing skills across the life span in acute care facilities, long-term care facilities and the community environment; critical care concepts; and professional development. Upon graduation, the student is awarded an Associate in Science degree (A.S.)

and is eligible to take the National Council Licensing Exam (NCLEX) to become a registered nurse (RN).

As such, the graduate will be a collaborative and integral member of the changing health-care system. Prior to applying for entrance any individual with an arrest record is advised to seek counseling regarding possible limitations toward licensure.

Available within this program is admission as either a beginning (generic) or a transition student. Since nursing is a limited access program, entrance requirements are the same; however, the process differs for generic and transition students. Generic students submit information and documents directly to the Palm Beach State Limited Access Program Office, phone number: (561) 868-3040. Transition students submit college application and transcripts to the Admissions Office and all other information directly to the Palm Beach State Nursing Office.

The Nursing program at Palm Beach State is committed to providing the best education for students seeking an Associate of Science Degree (A.S.) in Nursing. The program is designed to provide educational and clinical experiences leading to employment in beginning positions as registered nurses in hospitals or comparable facilities.

**Program Accreditation**

This program is approved by the Florida Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). Program data is annually updated with The National League for Nursing Accrediting Commission, 3343 Peachtree Rd NE, Suite 500, Atlanta, Ga 30326, phone: (404) 975-5000 fax: (404) 975-5020, Web site: **www.NLNAC.org**.

**Employment Opportunities**

As the largest health care occupation, registered nurses held about 3 million jobs in 2006. About three out of five jobs were in hospitals, in inpatient and outpatient departments. Others worked in offices of physicians, long term care facilities, home health care services, employment services, government agencies and outpatient care centers. The remainder worked mostly in social assistance agencies and educational services, public and private. About one in four RNs worked part time.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

The following criteria are established to be eligible for placement in the selection pool. Meeting the criteria for selection does not guarantee admission to the Nursing program. All students must attend a mandatory Nursing information session. Final selection will be made using a point system that credits former college education; completion of Nursing program General Education requirements; NUR1024; cumulative grade point average; NLN pre-admission scores; health-related work experience; and Florida residency by the time of application. (For details regarding the point system, see the Palm Beach State Nursing Application Form at **www.palmbeachstate.edu/NursingApplication.xml**.) These criteria supersede any previous information.

If a student is not selected, or is selected and does not enter the program, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

**1. Application and Deadline(s)**

**A. Generic Students**

Must submit a completed Palm Beach State Nursing Program Application to the Limited Access Program Office (Lake Worth) by June 1 for fall term or Oct. 1 for spring term.

**B. Transition Students**

Must submit Palm Beach State's General Admission Application to the Palm Beach State Admissions Office and send the Nursing Department a letter of intent in addition to a completed Nursing Department information sheet. All admission criteria must be completed by June 1 for fall term and Oct. 1 for spring term. Transition students are admitted on a space available basis.

**2. Standard High School Diploma or GED**

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

**3. Transcripts**

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Lake Worth location.

**4. Cumulative Grade Point Average**

Cumulative grade point average must be at least a 2.5 in all previous college work attempted.

**5. Medical Exam**

See section 7-G(3), which follows.

**6. Special Notes**

A. NLN Pre-admission Exam (generic students only). Applicants must have NLN Pre-admission test scores on file in the Admissions Office and score at 50 or above. If score is less than 50 they are encouraged to remediate using the Critical Thinking course NUR 1024 and then retake the NLN exam. Information regarding testing dates is available through the Limited Access Program Office or the Testing Center.

B. The following courses must be completed with a C or higher prior to submitting an application for consideration:

(1) Chemistry: CHM 1020 Principles of Chemistry completed within the last 10 years.

(2) Growth & Development: Completion of DEP 2004 (Human Growth and Development).

(3) Anatomy & Physiology: Completion of college-level Anatomy & Physiology 1 (lecture and lab - BSC 2085 and BSC 2085L) completed within the last 10 academic years.**

(4) Proficiency of 80% on the Nurse ProCalc software. Successful completion of Nurse ProCalc meets the mathematics competency requirement for graduation. Practice is available through the Student Learning Centers labs. Exams are given in the Lake Worth and Belle Glade Testing Centers.

C. Transition applicants only (in addition to 7.B. above):

(1) Professional license: documentation of a valid Florida license

(2) Clinical competencies: documentation of:

(a) Six months clinical experience as a licensed health care professional within the past year.

OR

(b) Graduation from LPN or Paramedic school within the past six months.

(3) Credit for nursing courses:

Successful completion of the NUR 1023 challenge exam (NLN ACE test - Book 1) with at least a grade of 75 entitles applicant to credits for NUR1023, NUR1023L and NUR1022L upon acceptance into the Nursing program. There is a fee for this exam, and it is arranged through the Nursing Office See **www.palmbeachstate.edu/ACEbook.xml** for testing dates and conditions. Complete the following prerequisites for Nursing 2 (NUR 1213):

i.) Anatomy & Physiology 2 (within 10 academic years) BSC 2086 and BSC 2086L

ii.) Microbiology (within 10 academic years) MCB 2010 and MCB 2010L

iii.) Introduction to Professional Nursing NUR 2000L

iv.) Introduction to Pharmacotherapeutics NUR 1141 or Pharmacology for Nursing NUR 2140

v.) Completion of the Palm Beach State Clinical Competency Check List (NUR1022L) in Nursing skills lab only (at Lake Worth 561-868-3411 or Belle Glade 561-993-1453 by appointment).

D. Challenge Credit

If previous experience and academic preparation warrants, any student may challenge General Education courses through challenge and/or CLEP exams. CLEP exams are arranged with the Testing Center. Education courses may be challenged through college CLEP exams.

E. Readmissions

Students who have been academically dismissed from Palm Beach State's Nursing program or any other nursing program may (re)apply only after successful completion of an LPN program. If the student was dismissed from another institution, then a letter of good standing is needed for the Palm Beach State nursing program from the Dean of Health Sciences of the institution from which the student was dismissed. Application is the same as stated above for transition students. (See Nursing Student Handbook for progression statement.)

**ALL** of the above requirements must be completed before the applicant will be considered for selection.

F. General Education courses must be taken in their course sequencing but may be taken concurrently or prior to the nursing courses. The student must maintain at least a C in all nursing and General Education courses for program continuation and graduation.

**Completion Requirements**

All program requirements must be successfully completed.

**Program Length**

The program can be finished in two years if you attend full time or three years if you attend part time.

**Location**

The program is offered at the Lake Worth and Belle Glade campuses.

Many prerequisite courses are offered as online courses to meet the demands of student schedules. Some nursing courses are offered in the evenings but most are daytime classes. Currently all theory courses are offered as online courses, once the prerequisites have been completed.

| PROGRAM PREREQUISITES | | CREDITS |
|---|---|---|
| BSC 2085 | Anatomy & Physiology 1** | 3 |
| BSC 2085L | Anatomy and Physiology 1 Lab** | 1 |
| CHM 1020 | Principles of Chemistry | 3 |
| DEP 2004 | Human Growth and Development | 3 |
| **Total Required Prerequisite Credits** | | **10** |

**GENERAL EDUCATION REQUIREMENTS**

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

| | | |
|---|---|---|
| ENC 1101 | College Composition 1 | 3 |
| HUN 1201 | Elements of Nutrition | 3 |
| BSC 2086 | Anatomy & Physiology 2** | 3 |
| BSC 2086L | Anatomy & Physiology 2 Lab** | 1 |
| MCB 2010 | Microbiology | 3 |
| MCB 2010L | Microbiology Lab | 1 |
| PSY 2012 | General Psychology | 3 |
| Any course from Humanities – Area II | | 3 |
| **Total Required General Education Credits** | | **20** |

**REQUIRED COURSES**

| | | |
|---|---|---|
| NUR 2000L | Introduction to Professional Nursing * | (1) |
| NUR 1022L | Nursing 1 Skills Lab | 1 |
| NUR 1023 | Nursing 1 | 4 |
| NUR 1023L | Nursing 1 Clinical | 3 |
| NUR 1141 | Introduction to Pharmacotherapeutics | 2 |
| | -or- | |
| NUR 2140 | Pharmacology for Nursing+ | (3) |
| NUR 1213 | Nursing 2 | 7 |
| NUR 1213L | Nursing 2 Clinical | 4 |
| NUR 1214L | Nursing 2 Skills Lab | 1 |
| NUR 2261 | Nursing 3 | 6 |
| NUR 2261L | Nursing 3 Clinical | 4 |
| NUR 2712C | Nursing 4 Clinical | 6 |
| NUR 2943L | Nursing 4 Clinical Preceptorship | 4 |
| **Total Required Course Credits** | | **42** |
| **Total Program Credits** | | **72/74** |

**Transition students only prior to first clinical nursing course*

*+For those students planning to go onto the BSN*

***If BSC 2085/2085L and BSC 2086/2086L are completed prior to entering the Nursing Program, the BSC 2086 and BSC 2086L must be completed within the last ten (10) years.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=82**

# Radiography AS 2303

LIMITED ACCESS

**Program Web Site**

**www.palmbeachstate.edu/Radiography.xml**

**Program Description**

This degree program prepares the student to become a radiologic technologist, combining the high technology of medical imaging with skills of patient care to create X-ray images or radiographs.

The program has a 24-month, competency-based curriculum that includes practical experience in local hospitals. Beginning each January, the program requires a full-time commitment between 8 a.m. and 4 p.m. daily. For more information, visit **www.palmbeachstate.edu/radiography.xml** .

**Program Accreditation**

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 900, Chicago IL 60606, phone (312) 704-5300, Web site: **www.jrcert.org**.

**Employment Opportunities**

The job outlook is excellent for diagnostic imaging personnel. The program has a 100 percent job placement rate, and graduates work in hospitals, imaging centers and doctors' offices.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

As a profession, radiography emphasizes career development which leads to additional certification in CT (computerized tomography), MRI (magnetic resonance imaging), nuclear medicine, radiation therapy, sonography, mammography and vascular imaging.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

The following criteria are established to be eligible to be placed in the selection pool. Meeting the criteria for selection does not guarantee admission to the Radiography program. Final selection will be based on the applicant pool. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

**1. Special Application and Deadline**

The applicant must complete and submit the Radiography program application package by Sept. 1 of each year in order to be eligible for consideration for selection into the program.

**2. Standard High School Diploma or GED**

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

**3. Transcripts**

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Palm Beach Gardens location.

**4. Cumulative Grade Point Average**

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

**5. Placement Test Scores**

Placement test scores must meet minimum requirements for entrance into college-level English and math courses or required remediation must have been successfully completed. Completion (C or higher) of three college credits for math and for English courses may be used in lieu of placement scores.

**6. Program Advisement**

The program faculty conduct a mandatory open house advisement session.

**7. Prerequisite: Hospital Observation**

Each prospective student must document at least eight hours of observation in a radiology department.

**Completion Requirements**

All program requirements must be successfully completed.

**Program Length**

This is a two-year program beginning in January each year and requires a full-time commitment. Students attend clinical education at local hospitals three days a week each semester.

**Location**

The program is offered at the Palm Beach Gardens campus.

| PROGRAM PREREQUISITES | | CREDITS |
|---|---|---|
| BSC 2085 | Anatomy & Physiology 1 | 3 |
| BSC 2085L | Anatomy & Physiology 1 Lab | 1 |
| **Total Required Prerequisite Credits** | | **4** |

**GENERAL EDUCATION REQUIREMENTS**

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

| | | |
|---|---|---|
| BSC 2086 | Anatomy & Physiology 2 | 3 |
| BSC 2086L | Anatomy & Physiology 2 Lab | 1 |
| ENC 1101 | College Composition 1 | 3 |
| MAC 1105 | College Algebra (or designated courses* from Area III) | 3 |
| PSY 2012 | General Psychology | 3 |
| Any course from Humanities - Area II | | 3 |
| **Total Required General Education Credits** | | **16** |

**REQUIRED COURSES**

| | | |
|---|---|---|
| CGS 1100 | Microcomputer Applications (or equivalent) | 3 |
| RTE 1000 | Introduction to Radiography | 3 |
| RTE 1401 | Radiographic Imaging 1 | 2 |
| RTE 1401L | Radiographic Imaging 1 Lab | 1 |
| RTE 1503 | Radiographic Procedures 1 | 3 |
| RTE 1503L | Radiographic Procedures 1 Lab | 1 |
| RTE 1513 | Radiographic Procedures 2 | 2 |
| RTE 1513L | Radiographic Procedures 2 Lab | 1 |
| RTE 1804 | Radiographic Clinical Education 1 | 3 |
| RTE 1814 | Radiographic Clinical Education 2 | 2 |
| RTE 1457 | Radiographic Imaging 2 | 2 |
| RTE 1457L | Radiographic Imaging 2 Lab | 1 |
| RTE 1523 | Radiographic Procedures 3 | 3 |
| RTE 1523L | Radiographic Procedures 3 Lab | 1 |
| RTE 1824 | Radiographic Clinical Education 3 | 3 |
| RTE 2533 | Radiographic Procedures 4 | 3 |
| RTE 2533L | Radiographic Procedures 4 Lab | 1 |
| RTE 2613 | Radiologic Physics | 3 |
| RTE 2834 | Radiographic Clinical Education 4 | 3 |
| RTE 2130 | Pharmacology for Medical Imaging | 3 |
| RTE 2844 | Radiographic Clinical Education 5 | 2 |
| RTE 2385 | Radiobiology | 3 |
| RTE 2563 | Advanced Medical Imaging | 3 |
| RTE 2473L | Radiography Seminar | 2 |
| RTE 2854 | Radiographic Clinical Education 6 | 3 |
| **Total Required Course Credits** | | **57** |
| **Total Program Credits** | | **77** |

**MAC 1140, MAC 2233, MAC 2311, MAC 2312, MAC 2313, MAP 2302 OR MAS 2103*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=83**

# Respiratory Care AS 2148

LIMITED ACCESS

**Program Web Site**

**www.palmbeachstate.edu/RespiratoryCare.xml**

**Program Description**

This degree program is designed for the student who wants to be employed as a respiratory care practitioner. Earning the A.S. degree in respiratory care enables the student to take the National Board for Respiratory Care (NBRC) Registry Exam to become a Registered Respiratory Therapist (RRT).

Graduates of this American Medical Association recognized and nationally accredited program have high employment success because of training in basic life support, advanced cardiac life support, neonatal resuscitation, pediatric life support, electrocardiography, pulmonary function technology and more.

**Program Accreditation**

Palm Beach State College Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road, Bedford, Texas 76021-4244, (800) 874-5615.

**Employment Opportunities**

Respiratory care is one of the fastest growing professions in the country and in Florida. Palm Beach State graduates have enjoyed 100 percent job placement.

Respiratory care, also known as respiratory therapy, is an allied health profession that cares for patients with deficiencies and abnormalities of the cardiopulmonary system. Respiratory therapists see a diverse group of patients ranging from newborn and pediatric patients to adults and the elderly. They bring help and relief to patients suffering from asthma, emphysema, chronic obstructive lung disease, pneumonia, cystic fibrosis, infant respiratory distress syndrome, acute respiratory distress, congestive heart failure and conditions brought on by shock, trauma or post-operative surgical complications. Respiratory therapists also are involved in many specialty areas of the hospital such, as labor and delivery, neonatal pediatric and adult intensive care, pulmonary function laboratory, sleep centers, pulmonary and cardiac rehabilitation, hyperbaric therapy, bronchoscopy and more. There are many opportunities outside of the hospital as well.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see **www.palmbeachstate.edu/Bachelor.xml**.

Earning the A.S. degree in respiratory care enables the student to take the National Board for Respiratory Care (NBRC) Registry Exam to become a Registered Respiratory Therapist (RRT).

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

**1. Special Application and Deadline(s)**

A. Beginning program students: Attend mandatory group counseling session; complete program application prior to the deadline on the Respiratory Care application to be considered for eligibility in selection process.

B. Respiratory care technology transfer students: Arrange appointment with program director prior to application submission. Transcripts from college transferring from must be evaluated prior to placement consideration.

C. Other transfer students: Arrange appointment with program director prior to application submission. Advanced placement for previous experience and/or academic preparation may be considered. Competency testing may be required at the discretion of the program director for advanced placement or transfer requests.

**2. Standard High School Diploma or GED**

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

**3. Transcripts**

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Palm Beach Gardens location.

**4. Cumulative Grade Point Average (GPA)**

Cumulative grade point average must be at least 2.6 on a scale of 4.0 in previous college work attempted. The student must have at least 12 or more semester hours of college in order to use college GPA; otherwise, high school GPA will be used.

**5. Placement Test Score**

College Placement Test scores must meet minimum requirements for entrance into college-level English, math and reading courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum three college credits for College Algebra and College English may be used in lieu of placement scores for the selection eligibility. Placement scores must be less than two years old.

**6. Medical Exam**

Once accepted into the program, applicants must submit a completed Palm Beach State Allied Health Medical Examination Form documenting laboratory tests and immunizations completed by a medical doctor (MD), doctor of osteopathy (DO), advanced registered nurse practitioner (ARNP), or physician assistant (PA). All accepted applicants for this program are strongly encouraged to be currently immunized against Hepatitis B Virus (HBV). Documentation of completion of or refusal to obtain Hepatitis B vaccine must be provided upon entrance into the program.

**7. Background Checks and Drug Screening**

Once accepted into the program, applicants will be required to provide results of clear criminal background check and drug screening.

**8. Program/Interview Counseling**

Mandatory group counseling sessions are scheduled throughout the year at various locations of Palm Beach State. These sessions offer the student guidance through the application process.

**9. Special Notes**

All professional courses (RET prefix) are taught in a sequence. Each RET course serves as the prerequisite for the subsequent course. Consequently, all professional courses must be taken in sequence. Failure to successfully complete a professional course with a grade of C or higher means the student may not advance to the next course in the program. The student may request to re-enter the program and take the course again at the next offering. Students wishing to repeat the course must request consideration in writing to the program director at least two months prior to the semester they wish to return. There is no guarantee of reinstatement to the program. Readmitted students may be required to

repeat corequisite courses even if a grade of C was earned in the previous attempt. This is necessary to ensure that the student is current in his/her skills. Students who voluntarily withdraw from the program either passing or failing have no guarantee for readmission. Students dismissed from a clinical affiliate due to patient safety issues may NOT be eligible for readmission.

**Respiratory Care Program Readmission Procedure**

Students wishing consideration of readmission must petition in writing to the department chair/program director at least two months prior to the semester they wish to return. The following procedure is required:

1. At the time the student does not successfully complete a sequenced course, the department chair/program director conducts an exit interview/counseling session with the student to document the reason(s) for leaving and develop an action plan for remediation.
2. At least two months prior to the beginning of the semester in which the student wishes to re-enter, he/she must submit a request in writing to the department chair/program director. A copy of this letter is forwarded to the Registrar's Office limited access admissions counselor.
3. Students who withdraw ("W"), regardless of academic status, from the program must make application for re-admittance to the Respiratory Care program one semester prior to requesting reentry to the program and no later than two years after dropping out.
4. Students who fail ("F") or withdraw ("W") must:
   A. Make an application/written petition as described above.
   B. Be interviewed by a review panel selected by the department chair, composed of Business Partnership Council members, clinical instructors, faculty and other Palm Beach State staff.
5. All students who reapply for admittance to the program may be required to take challenge exams (cognitive, psychomotor and/or clinical) prior to readmission to help determine the point at which the student may be allowed to re-enter the program.
6. If any clinical affiliate refuses to allow a student privileges for their clinical internship due to theft, misconduct (including violations of the Code of Ethics) or negligence that may lead to patient harm, the student will not be allowed to continue.
7. Students who have two academic failures in two separate attempts to complete the program will not be considered for readmission.
8. If medical conditions were involved, written verification of good health and ability to function safely in clinical situations is required.
9. Students who withdraw, regardless of academic status, have no guarantee of readmittance to the program.
10. The student applicant will be notified in writing of the final program decision within seven working days.

Students are encouraged to complete as many General Education courses as possible prior to entering the program. Completion of co-requisite course work with a C or higher prior to beginning the program earns the applicant points towards the selection criteria. Required courses to be completed prior to the program are BSC 2085/2085L Anatomy & Physiology 1and Lab. Program graduates upon passing the NBRC examinations then apply for Florida state licensure to practice. Licensure in the state of Florida must meet Florida Department of Health, Board of Respiratory Care requirements. See program application packet for affidavit.

**Completion Requirements**

Successfully complete all program requirements and all required courses with a grade of C or higher.

**Program Length**

This is a two-year program beginning in August each year. It requires a full-time commitment.

**Location**

The program is offered at the Palm Beach Gardens campus.

| PROGRAM PREREQUISITES | | CREDITS |
|---|---|---|
| BSC 2085 | Anatomy & Physiology 1 | 3 |
| BSC 2085L | Anatomy & Physiology 1 Lab | 1 |
| MAC 1105 | College Algebra | 3 |
| **Total Required Prerequisite Credits** | | **7** |

**GENERAL EDUCATION REQUIREMENTS**

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

| | | |
|---|---|---|
| ARH 1000 | Art Appreciation | |
| -or- | | |
| MUL 1010 | Music Appreciation | |
| -or- | | |
| THE 1000 | Theatre Appreciation | 3 |
| BSC 2086 | Anatomy & Physiology 2 | 3 |
| BSC 2086L | Anatomy & Physiology 2 Lab | 1 |
| CHM 1020 | Principles of Chemistry (or higher level Chemistry)+* | 3 |
| ENC 1101 | College Composition 1* | 3 |
| MCB 2010 | Microbiology | 3 |
| MCB 2010L | Microbiology Lab | 1 |
| SYG 2000 | Introduction to Sociology* | 3 |
| **Total Required General Education Credits** | | **20** |

**REQUIRED COURSES**

| | | |
|---|---|---|
| PHY 1001 | Applied Physics (or higher level Physics++) | 3 |
| RET 1272 | Fundamentals of Respiratory Care 1 | 9 |
| RET 1272L | Fundamentals of Respiratory Care 1 Laboratory | 3 |
| RET 1273 | Fundamentals of Respiratory Care 2 | 6 |
| RET 1273L | Fundamentals of Respiratory Care 2 Laboratory | 2 |
| RET 1874L | Clinical Internship 1 | 1 |
| RET 1875L | Clinical Internship 2 | 3 |
| RET 1876C | Clinical Internship 3 | 4 |
| RET 2280C | Fundamentals of Respiratory Care Therapy 3 | 7 |
| RET 2534C | Fundamentals of Respiratory Care Therapy 4 | 7 |
| RET 2877L | Clinical Internship 4 | 2 |
| RET 2878L | Clinical Internship 5 | 2 |
| **Total Required Course Credits** | | **49** |
| **Total Program Credits** | | **76** |

** It is suggested that these courses be completed prior to program entry.*

*+ CHM1025, CHM1045, CHM1046, CHM2210, CHM2211 or approved transfer credit.*

*++ PHY2048, PHY2049, PHY2053, PHY2054 or approved transfer credit.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=84**

# Sonography AS 2313

LIMITED ACCESS

**Program Web Site**

**www.palmbeachstate.edu/Sonography.xml**

**Program Description**

This degree program combines creativity and advanced technological equipment to produce images of the body. The diagnostic medical sonographer works with other health care practitioners in the management, control and care of patients referred for ultrasound studies.

Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

**Employment Opportunities**

Students who complete the program may find employment in areas such as hospitals, physicians' offices, laboratories and commercial companies.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see **www.palmbeachstate.edu/Bachelor.xml**.

Sonographers may choose to achieve advanced certifications in specialized areas of sonography. After completion of the program, students are eligible to take the Registered Diagnostic Medical Sonographers (RDMS) exam.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Applicants to this limited access program must document one of the following:

- Completion of a two-year allied health education program that is patient care related, including but not limited to radiography, respiratory therapy or nursing with required classes.
- Bachelor degree with required classes.
- Required classes are Anatomy & Physiology with a lab, General Physics, College English and College Algebra (C or higher).

Those applicants who have a bachelor's degree are required to have direct patient-care experience (minimum of one year) or complete HSC0003 or equivalent.

**Completion Requirements**

All program requirements must be successfully completed.

**Program Length**

Total program hours: 72. The program has a four-semester competency-based curriculum. The courses are sequential and involve practical experience in local hospitals and clinics. Full-time commitment begins in the fall term.

**Location**

The program is offered at the Palm Beach Gardens campus.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| BSC 1010 | Principles of Biology I | 3 |
| BSC 1010L | Principles of Biology I Lab | 1 |
| BSC 2085 | Anatomy & Physiology 1 | 3 |
| BSC 2085L | Anatomy & Physiology 1 Lab | 1 |
| MAC 1105 | College Algebra (or higher course from Mathematics - Area III) | 3 |
| ENC 1101 | College Composition 1 | 3 |
| Any course from Humanities – Area II | | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| PSY 2012 | General Psychology | 3 |
| **Total Required General Education Credits** | | **23** |
| **NON-TECHNICAL CORE REQUIREMENTS** | | |
| BSC 2086 | Anatomy & Physiology 2 | 3 |
| BSC 2086L | Anatomy & Physiology 2 Lab | 1 |
| PHY 1001 | Applied Physics (or equivalent) | 3 |
| **Total Required Non-Technical Core Credits** | | **7** |
| **TECHNICAL CORE REQUIREMENTS*** | | |
| SON 1311 | Sonography Cross Sectional Anatomy | 2 |
| SON 1100 | Principles and Protocols of Sonography | 3 |
| SON 1614 | Medical Sonographic Physics 1 | 3 |
| SON 1111 | Abdominal Sonography 1 | 3 |
| SON 1121 | Sonographic OB/GYN 1 | 3 |
| SON 1000 | Practical Aspects of Sonography 1 | 3 |
| SON 1804L | Clinical Education 1 | 3 |
| SON 1618 | Medical Sonographic Physics 2 | 3 |
| SON 1112 | Abdominal Sonography 2 | 3 |
| SON 1122 | Sonographic OB/GYN 2 | 3 |
| SON 1001 | Practical Aspects of Sonography 2 | 3 |
| SON 1814L | Clinical Education 2 | 3 |
| SON 1170 | Sonography of the Circulatory System | 3 |
| SON 1824L | Clinical Education 3 | 4 |
| **Total Required Technical Core Credits** | | **42** |
| **Total Program Credits** | | **72** |

** Technical Core courses must be taken sequentially.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=85**

# Computed Tomography ATC 4321

**Program Web Site**

**www.palmbeachstate.edu/MRI.xml**

**Program Description**

This advanced technical certificate program is a three-course, one-semester program that begins spring term of each year (January to May).

This program is designed to meet the needs of the radiologic technology professional for formalized, specialized training. Available classes include Cross Sectional Anatomy, Computed Tomography, Computed Tomography Clinical Education, Pharmacology for Medical Imaging and Advanced Pathophysiology for Medical Imaging.

**Employment Opportunities**

This ATC curriculum is offered to Radiologic Technologists (RTs) credentialed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Computed Tomography (CT) and in preparation for the advanced modality registration examination offered by the ARRT in CT.

**Career Path Notes**

College credit will be awarded; technologists with an A.S. degree will also be eligible to receive a certificate upon successful completion of the nine credit hour ATC program. ARRT technologists without an A.S. degree may earn their degree through the completion of required coursework at the college. Continuing education credit (CEUs) will also be granted for courses completed with a grade of "C" or better.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Please refer to course listings for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

**Completion Requirements**

Successfully complete all program requirements.

**Program Length**

Nine credit hours, or approximately one semester.

**Location**

The program is offered at the Palm Beach Gardens campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| RTE 2571 | Computed Tomography 1 | 3 |
| RTE 2571L | Computed Tomography Clinical Education | 3 |
| RTE 2762 | Cross Sectional Anatomy | 3 |
| **Total Program Credits** | | **9** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=88**

# Magnetic Resonance Imaging ATC 4322

**Program Web Site**

**www.palmbeachstate.edu/MRI.xml**

**Program Description**

This advanced technical certificate program is a five-course, two-semester program which begins in the fall of each year and ends at the completion of the spring term (August to May).

An Advanced Technical Certificate (ATC) in Magnetic Resonance Imaging is awarded to the student who holds a two-year degree from an accredited college or university and completes a minimum of 12 credit hours from the courses listed below. The program is designed to meet the needs of the radiologic technology professional for formalized, specialized training.

**Employment Opportunities**

This program is offered to Radiologic Technologists (RTs) licensed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Magnetic Resonance Imaging (MRI) and in preparation for the Advanced Registry offered by the ARRT in MRI.

**Career Path Notes**

College credit will be awarded; technologists with an A.S. degree will also be eligible to receive a certificate upon successful completion of the 12-credit-hour ATC program. ARRT technologists without an A.S. degree may earn their degree through the completion of required coursework at the college. Continuing education credit (CEUs) will also be granted for courses completed with a grade of "C" or better.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Please refer to course listings for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

**Completion Requirements**

Successfully complete all required program courses.

**Program Length**

12 credit hours, or approximately 10 months.

**Location**

The program is offered at the Palm Beach Gardens campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| RTE 2575 | Introduction to Magnetic Resonance Imaging | 3 |
| RTE 2576 | Magnetic Resonance Imaging 2 | 3 |
| RTE 2762 | Cross Sectional Anatomy | 3 |
| **Total Required Course Credits** | | **9** |
| **ELECTIVES - Choose one** | | |
| RTE 2130 | Pharmacology for Medical Imaging | 3 |
| RTE 2577L | Magnetic Resonance Imaging Clinical Educaton 1 | 3 |
| RTE 2576L | Magnetic Resonance Imaging Clinical Education 2 | 3 |
| **Total Required Elective Credits** | | **3** |
| **Total Program Credits** | | **12** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=89**

# Health Care CCE

Palm Beach State offers many courses to health care professionals to earn continuing education units (CEUs) to maintain licensure. Palm Beach State is an approved provider for continuing education in many professions, including nursing, dentistry, occupational therapy, respiratory care, massage therapy, clinical laboratory and other areas. Please visit **www.palmbeachstate.edu/CCE.xml** for more information.

# Public Safety

## PSAV

Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement
Criminal Justice Academies
PROGRAMS:
CORRECTIONS OFFICER
LAW ENFORCEMENT OFFICER
Cross-Over CMS Law Enforcement to Correctional Officer
Cross-Over Correctional Officer to CMS Law Enforcement
Firefighter
Fire Apparatus Operator
Fire Inspector
Fire Instructor
Fire Investigator
Fire Officer I

## ATD

Emergency Medical Technician

## CCC

Crime Scene Technology
Emergency Management
Paramedic

## AAS/AS

Crime Scene Technology
Criminal Justice Technology
SPECIALTY CONCENTRATIONS:
CORRECTIONS OFFICER
LAW ENFORCEMENT OFFICER
GENERAL (NON-SWORN)
Emergency Medical Services
Fire Science Technology

## CCE (Corporate & Continuing Education)

Public Safety

# Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement

PSAV 5609

**Program Web Site**
**www.palmbeachstate.edu/CriminalJustice.xml**

**Program Description**
This program prepares the licensed correctional officer to be a licensed law enforcement officer. Course work will include: introduction to law enforcement, vehicle operations, law enforcement high liability, patrol, investigations, traffic stops, traffic crash investigations and tactical applications.

**Employment Opportunities**
Upon completion of this program you may seek employment as a State of Florida certified law enforcement officer.

**Career Path Notes**
Palm Beach State College Criminal Justice Institute qualifies the completer to obtain certification as a law enforcement officer through the Florida Department of Law Enforcement.

**Program Learning Outcomes**
To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admissions Requirements**
Admissions application (if new student), BAT or Shield Test and Letter of Good Standing.

**Completion Requirements**
Pass all modules with a minimum 80%. Meet required zero tolerance attendance requirement mandated by FDLE.

**Program Length**
529 Hours

**Location**
This program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CONTACT HOURS |
|---|---|---|
| CJK 0221 | Correctional Crossover to Law Enforcement Introduction and Legal | 47 |
| CJK 0222 | Correctional Crossover to Law Enforcement Communications | 56 |
| CJK 0223 | Correctional Crossover to Law Enforcement Human Issues | 32 |
| CJK 0061 | Patrol 1 | 58 |
| CJK 0062 | Patrol 2 | 40 |
| CJK 0076 | Crime Scene Investigations | 24 |
| CJK 0071 | Criminal Investigations | 56 |
| CJK 0082 | Traffic Stops | 24 |
| CJK 0083 | DUI Traffic Stops | 24 |
| CJK 0086 | Traffic Crash Investigations | 32 |
| CJK 0020 | CMS Law Enforcement Vehicle Operations | 48 |
| CJK 0422 | Dart Firing Stun Gun | 8 |
| CJK 0040 | Criminal Justice Firearms | 80 |
| **Total Program Hours** | | **529** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=135**

# Criminal Justice Academies

PSAV

**Program Web Site**

**www.palmbeachstate.edu/CriminalJustice.xml**

**Program Description**

The Criminal Justice Institute (CJI) is a limited access program governed by Palm Beach State, Region XII Criminal Justice Training Council and the Florida Criminal Justice Standards and Training Commission.

The Corrections Basic Recruit Training prepares students as entry level corrections officers in the state of Florida. Practical skills and simulated activities complement the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standards class is regulated by Florida statutes and is a highly structured and disciplined program with special rules, policies and procedures.

The Law Enforcement Basic Recruit Training prepares students as entry-level law enforcement officers in the State of Florida. Practical skills and simulated activities complement the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standards class is regulated by Florida statutes and is a highly structured and disciplined program with special rules, policies and procedures.

**Employment Opportunities**

Two programs are available: the Corrections Officer Program, which provides eligibility for certification as a Florida corrections officer, and the Law Enforcement Officer Program, which provides eligibility for certification as a Florida law enforcement officer.

**Career Path Notes**

Students completing either program of the Criminal Justice Academies are strongly encouraged to continue their education by completing the A.S. or A.A.S. degree in Criminal Justice Technology. Students completing the Law Enforcement program or the Corrections programs automatically earn credits towards the A.S. or A.A.S. degree in Criminal Justice Technology.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

All candidates entering the program must have proof of a standard high school diploma or U.S. GED and are required to complete the Selection Center Testing through Palm Beach State or enter under the auspices of a Palm Beach County law enforcement agency. Additionally, they must complete a College application, achieve passing scores on the Basic Ability Test (BAT), and successfully pass a fitness agility and ability test (LE only), a medical examination, a complete drug screen, and a criminal background investigation that includes a military, credit, employment and education check. All candidates will be required to successfully pass a psychological exam and a polygraph exam.

Successful candidates will be accepted into the academy program. For information on testing or academy beginning dates, call (561) 868-3398 or visit **www.palmbeachstate.edu/CriminalJustice.xml**.

**Meeting with Rules and Regulations**

Students registering in the Law Enforcement, Corrections or Crossover Academy must meet and abide by the rules and regulations of the Palm Beach State Criminal Justice Institute. These rules are provided in the Academy Rules and Regulations. Further, students are also subject to the rules and regulations of the Criminal Justice Standards and Training Commission (CJSTC) and Florida Department of Law Enforcement (FDLE).

**Completion Requirements**

**Modular Examination Failure**

Failure of any modular examination in academy training will entitle the student recruit to one re-test (not the same test), which must be taken before the academy ends. Failure of the re-test will result in the student repeating the module. Failure of any three module exams will result in the student being dismissed from the program.

**Statewide Examination and Failure**

At the completion of academic training, the applicant must file with CJST to take the statewide certification examination. There is a $100 fee for filing. The test will be developed and administered by CJST. Re-testing must be completed within three months and a total of three re-tests will be permitted. Failure of the third re-test will necessitate repeating the complete academy training program.

**Program Length**

**Corrections Officer Program:**

Total program hours: 552
Approximate program length: 4 months

**Law Enforcement Officer Program:**

Total program hours: 770.
Approximate program length: 6 months

**Location**

The Corrections Officer program is offered at the Belle Glade location. The Law Enforcement Officer program is offered at the Lake Worth location.

## CORRECTIONS OFFICER PROGRAM

PSAV 5601

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| CJK 0270 | Criminal Justice Legal 1 | 46 |
| CJK 0285 | Criminal Justice Legal 2 | 22 |
| CJK 0286 | Criminal Justice Communications Corrections | 42 |
| CJK 0100 | Interpersonal Skills 1 – Corrections | 62 |
| CJK 0101 | Interpersonal Skills 2 – Corrections | 50 |
| CJK 0051 | Criminal Justice Defensive Tactics | 80 |
| CJK 0040 | Criminal Justice Firearms | 80 |
| CJK 0031 | CMS First Aide for Criminal Justice Officers | 40 |
| CJK 0480 | Emergency Preparedness | 26 |
| CJK 0102 | Corrections Operations | 64 |
| CJK 0280 | Criminal Justice Officer Physical Fitness Training CMS | 40 |
| **Total Program Clock Hours** | | **552** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=91**

## LAW ENFORCEMENT OFFICER PROGRAM
PSAV 5600

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| CJK 0007 | Introduction to Law Enforcement | 11 |
| CJK 0008 | Legal | 69 |
| CJK 0011 | Human Issues | 40 |
| CJK 0017 | Communications | 76 |
| CJK 0020 | CMS Law Enforcement Vehicle Operations | 48 |
| CJK 0031 | CMS First Aide for Criminal Justice Officers | 40 |
| CJK 0040 | Criminal Justice Firearms | 80 |
| CJK 0051 | Criminal Justice Defensive Tactics | 80 |
| CJK 0422 | Dart Firing Stun Gun | 8 |
| CJK 0061 | Patrol 1 | 58 |
| CJK 0062 | Patrol 2 | 40 |
| CJK 0071 | Criminal Investigations | 56 |
| CJK 0076 | Crime Scene Investigations | 24 |
| CJK 0082 | Traffic Stops | 24 |
| CJK 0083 | DUI Traffic Stops | 24 |
| CJK 0086 | Traffic Crash Investigations | 32 |
| CJK 0096 | Criminal Justice Officer Physical Fitness Training (LE) | 60 |
| **Total Program Hours** | | **770** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=92**

# Cross-over CMS Law Enforcement to Correctional Officer
PSAV 5614

**Program Web Site**
**www.palmbeachstate.edu/CriminalJustice.xml**

**Program Description**
This program requires each student to have completed the Traditional or CMS Law Enforcement Basic Recruit Training program as a prerequisite.

Course work will include: Introduction to Traditional Corrections, Interpersonal Skills 1, Interpersonal Skills 2, Emergency Preparedness, and Correctional Operations.

**Employment Opportunities**
Upon completion of this program you may seek employment as a State of Florida Certified Correctional Officer.

**Career Path Notes**
Palm Beach State College Criminal Justice Institute qualifies the completer to obtain certification as a Corrections Officer through the Florida Department of Law Enforcement.

**Program Learning Outcomes**
To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admissions Requirements**
Admissions application (if new student), BAT or Shield Test and Letter of Good Standing.

**Completion Requirements**
Pass all modules with a minimum 80%.

**Program Length**
199 Hours

**Location**
This program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CONTACT HOURS |
|---|---|---|
| CJK 0204 | Crossover CMS Law Enforcement to Traditional Corrections Introduction | 59 |
| CJK 0101 | Interpersonal Skills 2 – Corrections | 50 |
| CJK 0480 | Emergency Preparedness | 26 |
| CJK 0102 | Corrections Operations | 64 |
| **Total Program Hours** | | **199** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=93**

# Cross-Over Correctional Officer to CMS Law Enforcement PSAV 5613

**Program Web Site**
**www.palmbeachstate.edu/CriminalJustice.xml**

**Program Description**
This program requires each student to have completed the traditional Correctional Basic Recruit Training program as a prerequisite.

Course work will include: Introduction to Law Enforcement, Vehicle Operations, LE High Liability, Patrol, Investigations, Traffic Stops, Traffic Crash Investigations, and Tactical Applications.

**Employment Opportunities**
Upon completion of this program you may seek employment as a State of Florida Certified Law Enforcement Officer.

**Career Path Notes**
Palm Beach State College Criminal Justice Institute qualifies the completer to obtain certification as a Law Enforcement Officer through the Florida Department of Law Enforcement.

**Program Learning Outcomes**
To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admissions Requirement**
Admissions application (if new student), BAT or Shield Test and Letter of Good Standing.

**Completion Requirements**
Pass all modules with a minimum 80%.

**Program Length**
457 Hours

**Location**
This program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CONTACT HOURS |
|---|---|---|
| CJK 0221 | Correctional Crossover to Law Enforcement Introduction and Legal | 47 |
| CJK 0212 | Crossover Correctional to CMS Law Enforcement High Liability | 8 |
| CJK 0222 | Correctional Crossover to Law Enforcement Communications | 56 |
| CJK 0223 | Correctional Crossover to Law Enforcement Human Issues | 32 |
| CJK 0020 | CMS Law Enforcement Vehicle Operations | 48 |
| CJK 0422 | Dart-Firing Stun Gun | 8 |
| CJK 0061 | Patrol 1 | 58 |
| CJK 0062 | Patrol 2 | 40 |

| | | |
|---|---|---|
| CJK 0071 | Criminal Investigations | 56 |
| CJK 0076 | Crime Scene Investigations | 24 |
| CJK 0082 | Traffic Stops | 24 |
| CJK 0083 | DUI Traffic Stops | 24 |
| CJK 0086 | Traffic Crash Investigations | 32 |
| **Total Program Hours** | | **457** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=94**

# Firefighter PSAV 5043

LIMITED ACCESS

**Program Web Site**

**www.palmbeachstate.edu/Fire.xml**

**Program Description**

For students seeking state certification as a firefighter, classes are offered on both daytime and nighttime schedules in the Fall and Spring terms of each academic year. The program follows the curriculum established by the Bureau of Fire Standards and Training of the Florida State Fire College in Ocala.

The PSAV firefighter program is a two-part course.

**Part I (Firefighter 1)** covers orientation; safety; fire behavior; building construction; protective clothing; SCBA; portable extinguishers; ropes and knots; building search and victim removal; forcible entry tools; construction and techniques; ground ladders; ventilation; water supply; coupling; loading and rolling hose; laying, carrying and advancing hose; water fire streams; Class A, C, D; vehicle and wildland fire control; sprinkler system fundamentals; salvage, overhaul and protecting evidence of fire cause; fire department communications; equipment and techniques; fire prevention and public fire education. The course also includes Awareness-Level Hazardous Materials Training. Upon completion of the course and a written state certification examination, the student will receive a Certificate of Competency from the Bureau of Fire Standards and Training as a Firefighter 1.

**Part II (Firefighter 2)** prepares the student to meet the requirements to become a state certified firefighter. Subjects include implementing the incident management system; construction materials and building collapse; rescue and extrication tools; vehicle extrication and special rescue; hydrant flow and operability hose; tools and appliances; foam fire systems; ignitable liquid and gas fire control; fire detection; alarm and suppression systems; fire cause and origin; radio communications and incident reports and pre-incident survey. Those students who successfully complete the program may participate in the state exam for certification as a Firefighter 2. This exam encompasses both written and practical skills tests. Certification is required in the state of Florida for firefighters.

**Career Path Notes**

Successful completion of this Certificate Firefighter Program allows the student to take the state certification examination. The student will earn 3 college credits towards the A.S. degree in Fire Science.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**. For admission requirements, go to **www.palmbeachstate.edu/Fire.xml** and download the Fire Information/Application packet.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 10; English: 10; Mathematics: 10 or qualify for TABE exemption (**www.palmbeachstate.edu/vpilw.xml**).

**Program Length**

450 hours or approximately three months for the day program and six months for the night program.

**Location**

This program is offered at the Lake Worth campus.

| REQUIRED COURSE | | CLOCK HOURS |
|---|---|---|
| FFP 0021 | Firefighter | 450 |
| **Total Program Hours** | | **450** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=95**

# Fire Apparatus Operator PSAV 5615

**Program Web Site**

**www.palmbeachstate.edu/Fire.xml**

**Program Description**

This program prepares the firefighter to assume responsibility as a fire apparatus operator.

This program prepares the firefighter to understand the science of fluids at rest and in motion, and the physical relationships between water and the mechanisms for moving it to achieve desired fire flows. The program concentrates on numerical data and mathematical calculations. It also includes the study of the practices and procedures involved in the safe and effective operation of today's fire apparatus. This is a hands-on program designed to train driver/operators to meet all pertinent requirements contained in NFPA 1002.

**Employment Opportunities**

Existing firefighters can enhance their opportunities for advancement or employment by completing this program. Approximately 16 percent of all firefighters in Florida are fire apparatus operators or in the acting position on a regular basis.

**Career Path Notes**

Fire apparatus operator is usually the first promotional opportunity a firefighter has. It is the first rung of the promotional ladder.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**. Students must be working or volunteer firefighters.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Two 48-hour courses.

**Location**

The program is offered at the Lake Worth campus, but may be held in-house at area fire departments.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| FFP 1301 | Fire Hydraulics | 3 |
| FFP 1302 | Fire Apparatus and Equipment | 3 |
| **Total Program Credits** | | **6** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=96**

# Fire Inspector I PSAV 5618

**Program Web Site**

**www.palmbeachstate.edu/Fire.xml**

**Program Description**

This program allows the participant to challenge the state certification test for Fire Inspector I.

This program is aimed at the individual who wishes to become state certified to inspect residential, commercial, educational and other structures. The program includes an understanding of fire inspection practices, fire protection systems, fire codes and standards, building construction and plan reviews.

**Employment Opportunities**

Students who complete this program are employable as a state fire inspector. Typically this skill set enhances a person's existing job duties and responsibilities.

**Career Path Notes**

This program is a prerequisite to becoming a certified fire inspector. All fire/rescue departments and many educational and commercial institutions utilize the services of fire inspectors.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Day program – three to four months. Night program – six to seven months.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| FFP 1505 | Fire Prevention | 3 |
| FFP 1540 | Private Fire Protection Systems | 3 |
| FFP 2120 | Building Construction Fire Protection | 3 |
| FFP 2510 | Related Fire Codes and Standards | 3 |
| FFP 2521 | Blueprint Reading and Plan Examination | 3 |
| **Total Program Credits** | | **15** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=97**

# Fire Instructor PSAV 5616

**Program Web Site**

**www.palmbeachstate.edu/Fire.xml**

**Program Description**

This PSAV certification program prepares the student to design and utilize a lesson plan and present a class. It also allows the student to challenge the state test for certification as an Instructor I, and as an Instructor II if he/she has an A.S. degree or higher.

This curriculum is intended to facilitate the development of nationally applicable performance standards for uniformed fire service personnel. The program prepares the prospective instructor to design, present and develop a training curriculum.

**Employment Opportunities**

Every fire department as well as other agencies that provide fire protection need personnel to be trained as fire instructors. Individuals who wish to be fire instructors must meet the criteria set forth by the State Fire Marshal's office which requires the firefighter to have at least six years fire service experience as well as successful completion of the classes that make up this PSAV Certificate

**Career Path Notes**

This program is a prerequisite to becoming certified to teach credit courses for any institution of higher education. Most fire rescue departments require state certification for their training officers. Applicants for the state certification exam must also have at least six years experience in the fire service.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

Student must be a working or volunteer firefighter.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Two 48-hour courses.

**Location**

The program is offered at the Lake Worth campus but may be held in-house at a fire rescue department.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| FFP 2740 | Fire Service Course Delivery | 3 |
| FFP 2741 | Fire Service Course Design | 3 |
| **Total Program Credits** | | **6** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=98**

# Fire Investigator I PSAV 5619

**Program Web Site**

**www.palmbeachstate.edu/Fire.xml**

**Program Description**

This program allows the participant to challenge the state certification test for Fire Investigator I.

The program focuses on broad, transferable skills and stresses understanding and demonstration of fire chemistry and fire behavior, the determination of the point of origin and causes of fires, the conduct of crime and fire scene processing and investigation, significant court cases and precedents, and courtroom procedures.

**Employment Opportunities**

Existing firefighters or other public safety personnel can enhance their opportunities for advancement or employment by completing this program.

**Career Path Notes**

This training gives the fire safety inspector the necessary training to conduct fire investigations for their agency.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Four 48-hour courses.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| FFP 1540 | Private Fire Protection Systems | 3 |
| FFP 2111 | Fire Chemistry | 3 |
| FFP 2120 | Building Construction Fire Protection | 3 |
| FFP 2610 | Fire Investigation: Origin and Cause | 3 |
| **Total Program Credits** | | **12** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=99**

# Fire Officer I PSAV 5617

**Program Web Site**

**www.palmbeachstate.edu/Fire.xml**

**Program Description**

This program academically prepares the firefighter to assume the responsibility as a first line fire officer, and to challenge the state certification exam.

This program is geared for the sitting and prospective company officer. It trains the firefighter to lead in-service company fire safety inspections, use proper strategies and tactics to fight fire, be an effective incident commander, and serve as a trainer, mentor and middle manager.

**Employment Opportunities**

Existing firefighters can enhance their opportunity for advancement or employment by completing this program. Approximately 17 percent of all firefighters in Florida hold the rank of first line supervisor or are in the acting position on a regular basis.

**Career Path Notes**

Company officer is usually the second rung of the fire service career ladder. This certificate will demonstrate that the firefighter has properly prepared him/herself academically for the position.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

Students must be working or volunteer firefighters.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

These classes are offered free online or by UASI:

FFP 1824 – Basic Incident Management System I-200

FFP 1825 – Intermediate Incident Management System I-300

FFP1832 – Emergency Response to Terrorism.

**Program Length**

This program is 24 credits.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| FFP 1505 | Fire Prevention | 3 |
| FFP 1540 | Private Fire Protection Systems | 3 |
| FFP 1824 | Basic Incident Management System I-200 | 1 |
| FFP 1825 | Intermediate Incident Management System I-300 | 1 |
| FFP 1832 | Emergency Response to Terrorism | 1 |
| FFP 2120 | Building Construction Fire Protection | 3 |
| FFP 2720 | Company Officer & Leadership | 3 |
| FFP 2740 | Fire Service Course Delivery | 3 |
| FFP 2810 | Firefighting Strategy and Tactics 1 | 3 |
| FFP 2811 | Firefighting Strategy and Tactics 2 | 3 |
| **Total Program Credits** | | **24** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=100**

# Emergency Medical Technician (EMT-B) ATD B217

LIMITED ACCESS

**Program Web Site**

**www.palmbeachstate.edu/EMS.xml**

**Program Description**

This applied technology diploma program is designed to prepare the student for the Florida State Board Examination for Emergency Medical Technician - Basic. EMT-Bs serve as a link in the chain of the health care team. It is recognized that the majority of pre-hospital emergency medical care will be provided by the EMT-Bs. This includes all skills necessary for the individual to provide emergency care at a basic life support level with an ambulance service or other emergency services agency.

Classroom study and clinical work equip the student with the skills in patient assessment, cardiopulmonary resuscitation (CPR), oxygen therapy, shock prevention, bandaging, splinting, spinal immobilization and vehicle extrication that are necessary for a career in out-of-hospital emergency medicine.

This program is approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Standard Curriculum.

**Employment Opportunities**

EMT-Bs drive ambulances and also provide basic emergency care such as stabilizing patients, controlling bleeding and giving oxygen.

**Career Path Notes**

This program is a prerequisite to the paramedic program. Students who want to move up in the field should start out in EMT-Basic.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

Special admission requirements are associated with this program. For details, call the Limited Access Office at (561) 868-3045.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program credits: 11. This is a one semester program.

**Location**

The program is offered at the Lake Worth and Palm Beach Gardens campuses.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| EMS 1119 | Emergency Medical Technician Basic (Lecture) | 6 |
| EMS 1119L | Emergency Medical Technician Basic Laboratory | 3 |
| EMS 1431 | EMT-Basic Hospital and Field Experience | 2 |
| **Total Program Credits** | | **11** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=102**

# Crime Scene Technology

CCC 6436

**Program Web Site**

**www.palmbeachstate.edu/CriminalJustice.xml**

**Program Description**

This college credit certificate program will prepare the student to operate behind the yellow crime scene tape. Crime scene technologists locate, collect, and identify physical evidence used to solve crimes. The student will learn how to properly collect and preserve physical evidence, how to photograph crime scenes and how to reconstruct crime scenes and vehicle accidents.

Course content includes crime scene photography, fingerprint classification, crime scene safety and biological evidence.

**Employment Opportunities**

The student who completes the program may find employment as a crime scene technologist, evidence technician, medical examiner investigator, medical investigator, insurance investigator or forensic paralegal.

**Career Path Notes**

Credits earned in this certificate program will transfer directly into the Associate in Science (A.S.) degree in Crime Scene Technology.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program credits: 28.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| CJB 1711 | Introduction to Crime Scene Technology | 3 |
| CJB 1712 | Crime Scene Photography 1 | 3 |
| CJB 1722 | Crime Scene Photography 2 | 3 |
| CJB 1721 | Advanced Crime Scene Technology | 3 |
| CJB 1465 | Injury and Death Investigation | 3 |
| CJB 2735 | Fingerprint Classification | 3 |
| CJB 2703 | Crime Scene Safety | 2 |
| CJB 2704 | Courtroom Presentation of Scientific Evidence | 3 |
| CJB 2736 | Latent Fingerprint Development | 3 |
| CJB 2748 | Biological Evidence | 2 |
| **Total Program Credits** | | **28** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=103**

# Emergency Management
## CCC 6437

**Program Web Site**
**www.palmbeachstate.edu/EmergencyManagement.xml**

**Program Description**
This certificate program provides the student with a solid background in the basics for emergency management through coursework and practical experiences in the field.

This certificate program provides students with knowledge to be able to coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g. hurricanes, floods, earthquakes), wartime, or technological (e.g. nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations.

The program will provide the student with many national certifications from the Federal Emergency Management Administration (FEMA).

**Career Path Notes**
Students who complete the certificate may apply those credits towards an A.S. degree in Fire Science.

**Admission Requirements**
High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**
Students must successfully complete all courses listed in the catalog for this program.

**Program Length**
Program can be completed in 12 months.

**Location**
The program is offered online.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| FFP 1822 | Emergency Management Systems Principles and Practices (Introduction to Emergency Management | 3 |
| FFP 1820 | Basic Emergency Management Concepts | 3 |
| FFP 1830 | Hazards Analysis and Impacts | 3 |
| FFP 1882 | Emergency Operations Center (EOC) Operations and Design | 3 |
| FFP 2842 | Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation | 3 |
| FFP 2880 | Emergency Management Public Policy, Relations and Education | 3 |
| FFP 2840 | Emergency Response and Recovery Operations | 3 |
| FFP 1841 | Business Contingency Planning | 3 |
| **Total Program Credits** | | **24** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=109**

# Paramedic CCC 6450

LIMITED ACCESS

**Program Web Site**
**www.palmbeachstate.edu/EMS.xml**

**Program Description**
This college credit certificate program is offered for the student who wishes to complete the core curriculum and be eligible for NREMT certification or certification by the State of Florida to practice as a paramedic. Paramedics are trained to provide advanced life support in medical and trauma related emergencies. The course content includes lecture, skills lab and hospital/fire rescue rotations as outlined in the core requirements of the Emergency Medical Services A.S. degree program.

**Program Accreditation**
The Paramedic Program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation by the Committee on Accreditation for EMS Programs (CoAEMSP) 4101 W. Green Oaks Blvd. Suite 305-599 Arlington, Texas 76016, (817) 330-0080, and approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC). The training program follows the most current U.S. Department of Transportation National Standard Curriculum [FS 401.2701(1)(a) 5a].

**Employment Opportunities**
Employment opportunities are excellent in this field, and graduates have a 80 percent job placement rate.

**Career Path Notes**
Credits earned in the Paramedic program can be applied toward an A.S. degree in Emergency Medical Services. The student is encouraged to also complete Basic Firefighter training at Palm Beach State.

**Admission Requirements**
High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

This is a Limited Access program. Students must be a certified Florida EMT or eligible for the Florida EMT exam to apply and must score a 70 on the NFSI.

**Completion Requirements**
Courses must be completed with a score of 80 or better. Students must successfully complete BLS, ACLS, PHTLS, and PALS.

**Program Length**
This intensive three-semester program includes a clinical internship in area hospitals and on emergency response units where students care for patients in emergency settings. Day shift classes start in the fall.

**Location**
The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| EMS 2620C | Paramedic 1 | 12 |
| EMS 2621C | Paramedic 2 | 12 |
| EMS 2622C | Paramedic 3 | 5 |
| EMS 2664 | Paramedic Clinical 1 | 4 |
| EMS 2665 | Paramedic Clinical 2 | 6 |
| EMS 2658 | Paramedic Clinical 3 | 2 |
| EMS 2659 | Paramedic Field Internship | 1 |
| **Total Program Credits** | | **42** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=104**

# Crime Scene Technology

AS 2435

**Program Web Site**

**www.palmbeachstate.edu/CriminalJustice.xml**

**Program Description**

This degree program will prepare the student to operate behind the yellow crime scene tape. Crime scene technologists locate, collect, and identify physical evidence used to solve crimes. The student will learn how to properly collect and preserve physical evidence, how to photograph crime scenes and how to reconstruct crime scenes and vehicle accidents.

Course content includes crime scene photography, fingerprint classification, crime scene safety and biological evidence.

**Employment Opportunities**

Upon completion of the program, you may seek employment as a crime scene investigator or evidence technician for law enforcement agencies, medical examiner's office, legal firms, the insurance industry or private forensic labs. Forensic science technicians (crime scene) investigate crimes by collecting and analyzing physical evidence. Often, they specialize in areas such as DNA analysis or firearm examination, performing tests on weapons or on substances such as fiber, glass, hair, tissue and body fluids to determine their significance to the investigation.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years if you attend full time or three years if you attend part time.

**Location**

The program is offered at the Lake Worth campus.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| Any course from Humanities – Area II | | 3 |
| Any course from Mathematics – Area III | | 3 |
| POS 1041 | Introduction to American Government | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| **Total General Education Requirements** | | **18** |
| **REQUIRED COURSES** | | |
| CCJ 1010 | Introduction to Criminology | 3 |
| CCJ 1020 | Administration or Criminal Justice | 3 |
| - or - | | |
| CCJ 1618 | Criminal Psychology | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| CJB 2713 | Introduction to Forensic Science | 3 |
| CJE 1300 | Police Administration 1 | 3 |
| CJL 2100 | Criminal Law | 3 |
| **Total Required Course Credits** | | **18** |
| **CORE PROGRAM REQUIREMENTS** | | |
| CJB 1465 | Injury and Death Investigation | 3 |
| CJB 1711 | Introduction to Crime Scene Technology | 3 |
| CJB 1712 | Crime Scene Photography 1 | 3 |
| CJB 1721 | Advanced Crime Scene Technology | 3 |
| CJB 1722 | Crime Scene Photography 2 | 3 |
| CJB 2703 | Crime Scene Safety | 2 |
| CJB 2704 | Courtroom Presentation of Scientific Evidence | 3 |
| CJB 2735 | Fingerprint Classification | 3 |
| CJB 2736 | Latent Fingerprint Development | 3 |
| CJB 2748 | Biological Evidence | 2 |
| **Total Required Core Program Credits** | | **28** |
| **Total Program Credits** | | **64** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=105**

# Criminal Justice Technology

AAS/AS

**Program Web Site**

**www.palmbeachstate.edu/CriminalJustice.xml**

**Program Description**

This degree program has three concentrations to meet the diverse needs of criminal justice students. The first two concentrations are designed for the Criminal Justice Academy student (Corrections and Law Enforcement certificate program students) and state certified correction and law enforcement officers who wish to advance in their career. The third concentration is designed for students who wish to pursue a degree in criminal justice but do not want to be a sworn officer (general concentration).

Program content includes police administration, constitutional law, forensic science, criminal procedures and criminal investigation.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admissions Requirements**

Students who wish to be admitted to the Law Enforcement or Corrections Academies prior to entering the A.S. Criminal Justice Technology program, must follow the procedures outlined at **www.palmbeachstate.edu/criminaljustice.xml**. Admission is not guaranteed.

For students starting in the A.S. degree program, a high school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)** is required.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years of full-time enrollment or three years of part time.

**Location**

The program is offered at the Lake Worth campus.

## CORRECTIONS OFFICER CONCENTRATION AAS A607 / AS 2605

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition I | 3 |
| MGF 1106 | Liberal Arts Mathematics (A.S. students) | 3 |
| MAT 1033 | Intermediate Algebra (A.A.S. students) | 3 |
| POS 1041 | Introduction to American Government | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| -or- | | |
| SPN 1120 | Elementary Spanish I | 4 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| **Total Required General Education Credits** | | **18/19** |
| **REQUIRED COURSES** | | |
| CCJ 1010 | Introduction to Criminology | 3 |
| CCJ 1020 | Administration of Criminal Justice | 3 |
| CJE1711 | Criminal Justice Capstone Course | 3 |
| CJJ 2002 | Juvenile Delinquency | 3 |
| CJB 2713 | Introduction to Forensic Science | 3 |
| CJE 1300 | Police Administration I | 3 |
| CJL 2100 | Criminal Law | 3 |
| **Total Required Course Credits** | | **21** |
| **REQUIRED CONCENTRATION** | | |
| Corrections Academy - (Florida Corrections Academy and state exam passage required) | | |
| **Total Required Concentration Credits** | | **19** |
| **ELECTIVES – Choose 6 credits** | | |
| CCJ 1191 | Introduction to Human Behavior and the Criminal Justice Practitioner | 3 |
| CGS1100 | Microcomputer Applications | 3 |
| CJE 1301 | Police Administration II | 3 |
| CCJ 1618 | Criminal Psychology | 3 |
| CJL 1062 | Introduction to Constitutional Law | 3 |
| CJL 2130 | Laws of Evidence | 3 |
| CJL 2403 | Law of Arrest, Search & Seizure | 3 |
| CJE 2600 | Criminal Investigation | 3 |
| **Total Required Elective Credits** | | **6/5** |
| **Total Program Credits** | | **64** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=106**

## LAW ENFORCEMENT OFFICER CONCENTRATION AAS A608 / AS 2606

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition I | 3 |
| MGF 1106 | Liberal Arts Mathematics (A.S. students) | 3 |
| MAT 1033 | Intermediate Algebra (A.A.S. students) | 3 |
| POS 1041 | Introduction to American Government | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| -or- | | |
| SPN 1120 | Elementary Spanish I | 4 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| **Total Required General Education Credits** | | **18/19** |
| **REQUIRED COURSES** | | |
| CCJ 1010 | Introduction to Criminology | 3 |
| CCJ 1020 | Administration of Criminal Justice | 3 |
| CJE1711 | Criminal Justice Capstone Course | 3 |
| CJJ 2002 | Juvenile Delinquency | 3 |
| CJB 2713 | Introduction to Forensic Science | 3 |
| CJE 1300 | Police Administration I | 3 |
| CJL 2100 | Criminal Law | 3 |
| **Total Required Course Credits** | | **21** |
| **REQUIRED CONCENTRATION** | | |
| Law Enforcement Academy (Florida Law Enforcement Academy and state exam passage required) | | 22 |
| **Total Required Concentration Credits** | | **22** |
| **ELECTIVES - Choose 3 credits** | | |
| CCJ 1191 | Introduction to Human Behavior and the Criminal Justice Practitioner | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| CJE 1301 | Police Administration II | 3 |
| CCJ 1618 | Criminal Psychology | 3 |
| CJL 1062 | Introduction to Constitutional Law | 3 |
| CJL 2130 | Laws of Evidence | 3 |
| CJL 2403 | Law of Arrest, Search & Seizure | 3 |
| CJE 2600 | Criminal Investigation | 3 |
| **Total Required Elective Credits** | | **3/2** |
| **Total Program Credits** | | **64** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=107**

## GENERAL (NON-SWORN) CONCENTRATION AAS A612/AS 2611

| GENERAL EDUCATION REQIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition I | 3 |
| MGF 1106 | Liberal Arts Math (A.S. students) | 3 |
| MAT 1033 | Intermediate Algebra (A.A.S. students) | 3 |
| POS 1041 | American Government | 3 |
| HSC 2100 | Health Concepts & Strategies | |
| -or- | | |
| SPN 1120 | Elementary Spanish I | 4 |
| SPC 1017 | Fundamentals of Speech Communications | 3 |
| Any course from Humanities - Area II | | 3 |
| **Total Required General Education Credits** | | **18/19** |
| **REQUIRED COURSES** | | |
| CCJ 1010 | Introduction to Criminology | 3 |
| CCJ 1020 | Administration of Criminal Justice | 3 |
| CJJ 2002 | Juvenile Delinquency | 3 |
| CCJ1618 | Criminal Psychology | 3 |
| CJB 2713 | Introduction to Forensic Science | 3 |
| CJE 1300 | Police Administration I | 3 |
| CJL 2100 | Criminal Law | 3 |
| **Total Required Course Credits** | | **21** |
| **REQUIRED CONCENTRATION** | | |
| CCJ/CJE/CJL/CJB courses | | 18 |
| CJE 1711 | Criminal Justice Capstone Course | 3 |
| **Total Required Concentration Credits** | | **21** |
| **ELECTIVES - Choose 4/3 credits** | | |
| CCJ 1191 | Introduction to Human Behavior and the Criminal Justice Practitioner | 3 |
| CJE 1301 | Police Administration II | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| CJL 1062 | Introduction to Constitutional Law | 3 |
| CJL 2130 | Laws of Evidence | 3 |
| CJL 2403 | Law of Arrest, Search, and Seizure | 3 |
| CJE 2600 | Criminal Investigation | 3 |
| **Total Required Elective Credits** | | **4/3** |
| **Total Program Credits** | | **64** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=108**

# Emergency Medical Services

## AS 2449

**Program Web Site**

**www.palmbeachstate.edu/EMS.xml**

**Program Description**

This degree program is designed for the student who wishes to increase his/her opportunities in the EMS field.

In addition to the Paramedic Certificate, students will complete general education courses and electives.

**Employment Opportunities**

Paramedics with an A.S. degree are in demand for educational and supervisory positions.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years of full-time enrollment or three years part time.

**Location**

The program is offered at the Lake Worth campus.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Mathematics - Area III | | 3 |
| PSY 2012 General Psychology<br>-or-<br>SYG 2000 Introduction to Sociology | | 3 |
| **Total Required General Education Credits** | | **15** |

| TECHNICAL CORE REQUIRED COURSES | | |
|---|---|---|
| EMS 1119 | Emergency Medical Technician Basic* | 6 |
| EMS 1119L | EMT-Basic Lab* | 3 |
| EMS 1431 | EMT-Basic Hospital and Field Experience* | 2 |
| EMS 2620C | Paramedic 1 | 12 |
| EMS 2621C | Paramedic 2 | 12 |
| EMS 2622C | Paramedic 3 | 5 |
| EMS 2658 | Paramedic Clinical 3 | 2 |
| EMS 2659 | Paramedic Field Internship | 1 |
| EMS 2664 | Paramedic Clinical 1 | 4 |
| EMS 2665 | Paramedic Clinical 2 | 6 |
| **Total Required Technical Core Credits** | | **53** |

| ELECTIVES - 5 CREDITS REQUIRED | | |
|---|---|---|
| CGS 1100 | Microcomputer Applications | 3 |
| EDF 2005 | Introduction to the Teaching Profession | 3 |
| EDP 2002 | Introduction to Educational Psychology | 3 |
| HSC 1010 | Introduction to Developmental Concepts for Health Care Providers | 2 |
| HSC 2100 | Health Concepts and Strategies | 3 |
| HSC 2531 | Medical Terminology | 3 |
| LIS 2004 | Introduction to Internet Research | 1 |
| MNA 2100 | Human Relations in Business | 3 |
| MNA 2303 | Introduction to Public Personnel Management | 3 |
| MNA 2345 | Principles of Supervision | 3 |
| POS 1041 | Introduction to American Government | 3 |
| Any course(s) from Area IV - Natural Sciences<br>Any FFP (Fire Science) College Credit Course | | |
| **Total Elective Credits** | | **5** |
| **Total Program Credits** | | **73** |

**Students holding current/valid Florida State EMT-Basic certificates may be able to obtain credit for these classes toward the EMS A.S. degree. See Palm Beach State EMT program manager for more information.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=129**

# Fire Science Technology

## AS 2195

**Program Web Site**

**www.palmbeachstate.edu/Fire.xml**

**Program Description**

This degree program is designed for the current firefighter who wishes to advance in various fire service areas.

Course content includes tactics & strategies, fire prevention, fire investigation, company officer, and fire apparatus & equipment.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

Other than the "Fire Inspector" classes which can be taken by civilian students, the technical proficiency needed for this program requires that the student be a certified firefighter or fire inspector before being accepted into any of the technical core or elective classes that make up this curriculum.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years of full-time enrollment or three years part time.

**Location**

The program is offered at the Lake Worth campus.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

| | | |
|---|---|---|
| ENC 1101 | College Composition 1 | 3 |
| POS 1041 | Introduction to American Government | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| MAC1105 | College Algebra | |
| | -or- | |
| Any course from Mathematics – Area III | | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Natural Sciences - Area IV | | 3 |
| **Total Required General Education Credits** | | **18** |

**REQUIRED COURSES**

| | | |
|---|---|---|
| FFP 1505 | Fire Prevention | 3 |
| FFP 1540 | Private Fire Protection Systems | 3 |
| FFP 2120 | Building Construction Fire Protection | 3 |
| FFP 2510 | Related Fire Codes and Standards | 3 |
| FFP 2521 | Blueprint Reading and Plans Examination | 3 |
| FFP 2612 | Fire Behavior and Combustion | 3 |
| FFP 2702 | Principles of Emergency Services | 3 |
| FFP 2720 | Company Officer & Leadership | 3 |
| FFP 2206 | Principles of Fire and Emergency Services Safety | 3 |
| FFP 2810 | Firefighting Strategy and Tactics 1 | 3 |
| **Total Required Course Credits** | | **30** |

**ELECTIVES - Choose 12 credits**

| | | |
|---|---|---|
| ENC 1210 | Technical Communications or equivalent | 3 |
| FFP 1000 | Introduction to Fire Science | 3 |
| FFP 1301 | Fire Hydraulics | 3 |
| FFP 1302 | Fire Apparatus and Equipment | 3 |
| FFP 1820 | Basic Emergency Managements Concepts | 3 |
| FFP 1822 | Emergency Management Systems Principles and Practices (Introduction to Emergency Management) | 3 |
| FFP 1824 | Basic Incident Management System I-200 | 1 |
| FFP 1825 | Intermediate Incident Management System I-300 | 1 |
| FFP 1830 | Hazards Analysis and Impacts | 3 |
| FFP 1832 | Emergency Response to Terrorism | 1 |
| FFP 1841 | Business Contingency and Continuity of Operations Planning (COOP) | 3 |
| FFP 1882 | Emergency Operations Center (EOC) Operations and Design | 3 |
| FFP 2111 | Fire Chemistry | 3 |
| FFP 2401 | Hazardous Materials for Emergency Operations | 3 |
| FFP 2402 | Hazardous Materials for Emergency Operations 2 | 3 |
| FFP 2423C | Hazardous Materials 3 | 2 |
| FFP 2541 | Private Fire Protection Systems 2 | 3 |
| FFP 2604 | Fire Investigation and Arson Detection | 3 |
| FFP 2606 | Post Blast Investigations | 3 |
| FFP 2610 | Fire Investigation: Origin & Cause | 3 |
| FFP 2630 | Latent Investigations | 3 |
| FFP 2670 | Legal Issues for Investigators | 3 |
| FFP 2706 | Public Information Officer | 3 |
| FFP 2740 | Fire Service Course Delivery | 3 |
| FFP 2741 | Fire Service Course Design | 3 |
| FFP 2770 | Legal and Ethical Issues for Fire Service | 3 |
| FFP 2780 | Fire Service Administration | 3 |
| FFP 2811 | Firefighting Strategy and Tactics 2 | 3 |
| FFP 2840 | Emergency Response and Recovery Operations | 3 |
| FFP 2842 | Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation | 3 |
| FFP 2880 | Emergency Management Public Policy, Relations and Education | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MNA 2303 | Introduction to Public Personnel Management | 3 |
| **Total Elective Credits** | | **12** |
| **Total Program Credits** | | **60** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=110**

# Public Safety CCE

Palm Beach State offers a complete line of continuing education courses to public safety personnel in many professions. In most cases, these classes are only available to professional personnel working in these positions.

**LAW ENFORCEMENT**

Palm Beach State is the official provider of advanced and specialized training courses for Region 12 of the Florida Department of Law Enforcement. The course topics vary by semester. Please check **www.palmbeachstate.edu/CriminalJustice.xml** for the current offerings.

**FIRE/EMS**

Palm Beach State provides continuing education to Fire/EMS personnel in many areas including ACLS, BLS, specialized fire fighting topics and many other training opportunities. Check **www.palmbeachstate.edu/ccePubSafety.xml** for more information.

# Science and Environment

## CCC

Biotechnology
Landscape and Horticulture Specialist
Landscape and Horticulture Professional I
Landscape and Horticulture Professional II

## AS

Biotechnology
Environmental Science Technology
Landscape and Horticulture Management

# Biotechnology CCC 6159

**Program Web Site**

**www.palmbeachstate.edu/Biotechnology.xml**

**Program Description**

The College Credit Certificate program has been designed for those students who are currently employed in the biotechnology industry or for those who would like to pursue a biotechnology career or have a bachelor's degree in another academic discipline.

The Biotechnology College Credit Certificate provides the student with comprehensive knowledge, specific competencies and lab techniques that enhance current skill while establishing a foundation for a successful bioscience career.

This 19-credit certificate offers courses in biotechnology principles, tissue culture and instrumentation and includes an internship with local bioscience firms and institutions.

**Employment Opportunities**

Careers in biotechnology include: research associate, cell culture technician, cloning technician, quality control technician, bioinformaticist, fermentation specialist, regulatory affairs, patent law, molecular ecologist, agriculture biotechnologist, protein purification specialist, forensic crime lab technician, cell biologist, brewmaster, business development and mass spectroscopist.

**Career Path Notes**

Credits in this certificate program will transfer directly into the Associate in Arts (A.A.) or Associate in Science (A.S.) degree programs.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

This program can be finished in 18 months.

**Location**

The program is offered at the Palm Beach Gardens campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| BSC 2421 | Introduction to Biotechnology | 3 |
| BSC 2421L | Introduction to Biotechnology Lab | 2 |
| BSC 2420 | Biotechnology 1 | 3 |
| BSC 2420L | Biotechnology 1 Lab | 2 |
| BSC 2427 | Biotechnology 2, Molecular Biology, Cell and Immunobiology | 3 |
| BSC 2427L | Biotechnology 2, Molecular Biology, Cell and Immunobiology Lab | 2 |
| BSC 2945C | Biotechnology Internship | 2 |
| BSC 2416C | Introduction to Tissue Culture Laboratory | 2 |
| -or- | | |
| BSC 2426C | Introduction to Biotechnology Instrumentation Laboratory | 2 |
| **Total Required Course Credits** | | **19** |
| **Total Program Credits** | | **19** |

*All students must have the corequisites of CHM1045/L for BSC2420/L and the coreq of CHM1046/L for BSC2427/L or complete these courses during their enrollment in the certificate.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=138**

# Landscape and Horticulture Specialist CCC 6219

**Program Web Site**

**www.palmbeachstate.edu/horticulture.xml**

**Program Description**

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

This certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the Palm Beach State certifications can be used as steppingstones toward the FNGLA certifications of the same names.

**Employment Opportunities**

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many students are self-employed in landscaping.

**Career Path Notes**

Students who complete this certification may apply for the Landscape and Horticulture Professional I certificate. All of the courses required for this certification can be applied to an A.S. degree in Environmental Horticulture.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program credits: 12.

**Location**

The program is offered at the Palm Beach Gardens campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| BOT 2000 | Plant Physiology | |
| -or- | | |
| Any course with the prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used for other requirements | | 3 |
| SWS 1102 | Soils and Fertilizers | |
| -or- | | |
| GCO 2230 | Pumps and Irrigation | 3 |
| HOS 1010 | Introduction to Horticulture | |
| -or- | | |
| ORH 2251 | Florida Horticulture Professional Preparation | 3 |
| ORH 2510 | Ornamental Plant Identification 1 | |
| -or- | | |
| ORH 2511 | Introduction to Plants of the South Florida Ecosystems | 3 |
| **Total Program Credits** | | **12** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=67**

# Landscape and Horticulture Professional I CCC 6220

**Program Web Site**

**www.palmbeachstate.edu/horticulture.xml**

**Program Description**

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

This certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the Palm Beach State certifications can be used as steppingstones toward the FNGLA certifications of the same names.

**Employment Opportunities**

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many students are self-employed in landscaping.

**Career Path Notes**

Students who complete this certification may apply for the Landscape and Horticulture Professional II certification. All of the courses required for this certification can be applied to an A.S. in Environmental Horticulture.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**. Completion of Landscape & Horticulture Specialist Certificate.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program credits: 18.

**Location**

The program is offered at the Palm Beach Gardens campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| BOT 2000 | Plant Physiology | |
| -or- | | |
| Any course with the prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used for other requirements | | 3 |
| SWS 1102 | Soils and Fertilizers | |
| -or- | | |
| GCO 2230 | Pumps and Irrigation | 3 |
| HOS 1010 | Introduction to Horticulture | |
| -or- | | |
| ORH 2251 | Florida Horticulture Professional Preparation | 3 |
| ORH 2510 | Ornamental Plant Identification 1 | |
| -or- | | |
| ORH 2511 | Introduction to Plants of the South Florida Ecosystems | 3 |
| IPM 1301 | Pesticides | |
| -or- | | |
| PMA 2213 | Plant Pest Management | 3 |
| Any course with the prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used for other requirements | | 3 |
| **Total Program Credits** | | **18** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=68**

# Landscape and Horticulture Professional II CCC 6221

**Program Web Site**

**www.palmbeachstate.edu/horticulture.xml**

**Program Description**

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

This certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the Palm Beach State certifications can be used as steppingstones toward the FNGLA certifications of the same names.

**Employment Opportunities**

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many are self-employed in landscaping.

**Career Path Notes**

All of the courses required for this certification can be applied to an A.S. degree in Landscape and Horticulture Management.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**). Completion of Landscape and Horticulture Professional I Certificate.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program credits: 30.

**Location**

The program is offered at the Palm Beach Gardens campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| BOT 2000 | Plant Physiology | |
| -or- | | |
| Any course with the prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used for other requirements | | 3 |
| SWS 1102 | Soils and Fertilizers | |
| -or- | | |
| GCO 2230 | Pumps and Irrigation | 3 |
| HOS 1010 | Introduction to Horticulture | |
| -or- | | |
| ORH 2251 | Florida Horticulture Professional Preparation | 3 |
| ORH 2510 | Ornamental Plant Identification 1 | |
| -or- | | |
| ORH 2511 | Introduction to Plants of the South Florida Ecosystems | 3 |
| IPM 1301 | Pesticides | |
| -or- | | |
| PMA 2213 | Plant Pest Management | 3 |
| Any course with the prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used for other requirements | | 3 |
| PLS 2220 | Plant Propagation | 3 |
| ORH 1016 | Environmental Issues in Horticulture | 3 |
| **APPROVED ELECTIVES - Choose 6 hours** | | |
| Any courses with the prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used for other requirements | | 6 |
| **Total Program Credits** | | **30** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=69**

# Biotechnology AS 2158

**Program Web Site**

**www.palmbeachstate.edu/Biotechnology.xml**

**Program Description**

This degree program is designed for students who will seek employment as biotechnology research technicians, biological technicians, cell culture technicians or biotechnology manufacturing technicians, or for persons wanting career advancement already employed in the field.

Course content includes biology and chemistry concepts, algebraic and statistical analysis, basic microbiology concepts, biohazard and safety procedures, human anatomy and physiology, core biotechnical laboratory techniques and industry workplace experience.

**Employment Opportunities**

The program prepares the student for employment in entry-level biotechnology positions. Students can work in the biotechnology industry, pharmaceutical manufacturing and related industries.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years of full-time enrollment or three years part time.

**Location**

The program is offered at the Palm Beach Gardens campus.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 | 3 |
| MAC 1105 | College Algebra | 3 |
| BSC1010 | Principles of Biology 1 | 3 |
| BSC1010L | Principles of Biology 1 Lab | 1 |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| **Total Required General Education Credits** | | **16** |
| **REQUIRED COURSES** | | |
| BSC 2421 | Introduction to Biotechnology | 3 |
| and | | |
| BSC 2421L | Introduction to Biotechnology Lab | 2 |
| -or- | | |
| BSC 1404C | Introduction to Biotechnological Methods (*) | 5 |
| BSC 2420 | Biotechnology 1 | 3 |
| BSC 2420L | Biotechnology 1 Lab | 2 |
| BSC 2427 | Biotechnology 2, Molecular Biology, Cell and Immunobiology | 3 |
| BSC 2427L | Biotechnology 2, Molecular Biology, Cell and Immunobiology Lab | 2 |
| BSC 2945C | Biotechnology Internship | 2 |
| BSC 2416C | Introduction to Tissue Culture Laboratory | 2 |
| BSC 2426C | Introduction to Biotechnology Instrumentation Laboratory | 2 |
| BSC 2435 | Introduction to Bioinformatics | 1 |
| CHM 1045 | General Chemistry 1 | 3 |
| CHM 1045L | General Chemistry 1 Lab | 1 |
| CHM 1046 | General Chemistry 2 | 3 |
| CHM 1046L | General Chemistry 2 Lab | 1 |
| CHM 2210 | Organic Chemistry 1 | 3 |
| CHM 2210L | Organic Chemistry 1 Lab | 1 |
| CHM 2211 | Organic Chemistry 2 | 3 |
| CHM 2211L | Organic Chemistry 2 Lab | 1 |
| MCB 2010 | Microbiology | 3 |
| MCB 2010L | Microbiology Lab | 1 |
| STA 2023 | Statistics | 3 |
| **Total Required Course Credits** | | **45** |
| **Total Program Credits** | | **61** |

**A challenge exam is available for those students who qualify to take this course. Those who do not pass the exam will be advised to take BSC 2421 and BSC 2421L. See Program Director for details.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=72**

# Environmental Science Technology AS 2216

**Program Web Site**

**www.palmbeachstate.edu/EnvironmentalScience.xml**

**Program Description**

This degree program prepares students for rewarding and meaningful careers in which they can impart a lasting change on the future of Florida's natural environment.

Courses include a wide range of environmental focuses, providing students with a well founded education that prepares them for positions in environmental assessment, restoration, research and public education.

Students receive quality, hands-on experience that apply toward many critical initiatives for Florida's environment.

**Employment Opportunities**

The purposes for studying Environmental Science Technology are diverse. Positions range from working in ecological restoration, eco-tourism, and hazardous materials detection in the environment, to monitoring the quality, quantity and safety of surface and groundwater supplies, to public education and conservation.

Upon completion of this program, students may seek employment as an environmental technician or as a field technician with government agencies, engineering or environmental consulting firms.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years of full-time enrollment or three years part time.

**Location**

The program is offered at the Palm Beach Gardens campus.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 | 3 |
| MAC 1105 | College Algebra | 3 |
| HSC 2100 | Health Concepts and Strategies | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| GEA 1000 | Principles of Geography and Conservation | |
| -or- | | |
| Any course from Social Science – Area V | | 3 |
| Any course from Humanities – Area II | | 3 |
| **Total Required General Education Credits** | | **18** |

| REQUIRED COURSES | | |
|---|---|---|
| BSC 1010 | Principles of Biology 1 (AA) | 3 |
| BSC 1010L | Principles of Biology 1 Laboratory (AA) | 1 |
| BSC 1050 | Environmental Conservation | 3 |
| CHM 1045 | General Chemistry 1 (AA) | 3 |
| CHM 1045L | General Chemistry 1 Laboratory (AA) | 1 |
| GLY 2030C | Environmental Geology | 3 |
| ORH 2511 | Introduction to Plants of South Florida Ecosystems | 3 |
| EVR 2266 | Survey of Environmental Mapping/ GIS/Remote Sensing | 3 |
| EVR 1007 | Florida's Environmental History | 3 |
| EVR 2940 | Cooperative Work Experience - Environmental Science (AA) | 3 |
| EVS 2193C | Environmental Sampling Techniques | 4 |
| EVR 2858 | Environmental Law | 3 |
| EVS 2601 | Hazardous Materials and Environmental Air Quality | 3 |
| EVS 2015 | Writing for Science | 3 |
| EVS 2020 | Scientific Monitoring and Data Methods | 3 |
| EVS 2870C | Wildlife Ecology | 4 |
| **Total Required Courses** | | **46** |
| **Total Program Credits** | | **64** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=70**

# Landscape and Horticulture Management AS 2191

**Program Web Site**

**www.palmbeachstate.edu/horticulture.xml**

**Program Description**

This degree program is designed to prepare the student for management and technical positions in the green industry.

Course content provides broad and well-rounded training in such areas as turfgrass culture, pesticides, plant physiology, nursery management and landscape construction.

**Employment Opportunities**

Students may work at golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises or garden centers. Many students are self-employed in landscaping.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years of full-time enrollment or three years part time.

**Location**

The program is offered at the Palm Beach Gardens campus.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 | 3 |
| BOT 1010 | General Botany 1 | 3 |
| BOT 1010L | General Botany 1 Lab | 1 |
| Any course from Mathematics - Area III | | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| **Total Required General Education Credits** | | **19** |

| REQUIRED COURSES | | |
|---|---|---|
| GCO 2230 | Pumping and Irrigation Systems | 3 |
| IPM 1301 | Pesticides | |
| -or- | | |
| PMA 2213 | Plant Pest Management | 3 |
| MAN 2021 | Principles of Management | |
| -or- | | |
| MNA 2345 | Principles of Supervision | |
| -or- | | |
| SBM 2000 | Small Business Management | 3 |
| ORH 1005L | Professional Landscape Installation and Maintenance | 3 |
| BOT 2000 | Plant Physiology | 3 |
| ORH 2510 | Ornamental Plant Identification 1 | 3 |
| HOS 1010 | Introduction to Horticulture | |
| -or- | | |
| ORH 2251 | Florida Horticulture Professional Preparation | 3 |
| LDE 2000 | Introduction to Landscape Design | 3 |
| ORH 1016 | Environmental Issues in Horticulture | 3 |
| PLS 2220 | Plant Propagation | 3 |
| SWS 1102 | Soils and Fertilizers | 3 |
| **Total Required Courses** | | **33** |

| ELECTIVES - Choose 12 credits* | | |
|---|---|---|
| APA 1111 | Bookkeeping 1 | 3 |
| BSC 1010 | Principles of Biology 1 | 3 |
| BSC 1050 | Environmental Conservation | 3 |
| BUL 2241 | Business Law 1 | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| CHM 1020 | Principles of Chemistry | 3 |
| CHM 1045 | General Chemistry 1 | 3 |
| IPM 1301 | Pesticides | 3 |
| MAN 2021 | Principles of Management | 3 |
| MNA 2345 | Principles of Supervision | 3 |
| ORH 1320 | Introduction to Palms and Their Culture | 3 |
| ORH 1840 | Landscape Construction | 3 |
| ORH 2220 | Turfgrass Culture | 3 |
| ORH 2241 | Arboriculture | 3 |
| ORH 2511 | Introduction to Plants of South Florida Ecosystems | 3 |
| ORH 2515 | Plants of the South Florida Ecosystems-Grasses, Sedges, Rushes, and Grass-Like Native Plants | 3 |
| ORH 2521 | Horticultural Taxonomy | 3 |
| LDE 2403 | Landscape Design 2 | 3 |
| LDE 2510 | Computer-Aided Landscape Design | 3 |
| ORH1230 | Landscape Management | 3 |
| ORH1230L | Landscape Management Lab | 1 |
| PMA 2213 | Plant Pest Management | 3 |
| SBM 2000 | Small Business Management | 3 |
| ORH 1512 | Plant Selection for Landscape Situations | 3 |
| ORH 2516 | Annuals, Bedding Plants, Groundcovers, and Small Perennials | 3 |
| ORH 1000 | Business Practices, Regulations, Licenses, and Concerns Unique to the Landscape Industry | 1 |
| VEC1201 | Vegetable Growing and Edible Landscaping | 3 |
| **Total Elective Credits** | | **12** |
| **Total Program Credits** | | **64** |

** Completed courses can only be used to meet one program requirement.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=71**

# Trade and Industry

## PSAV

Apprenticeship Programs
Automotive Service Technology 1
Automotive Service Technology 2
Commercial Vehicle Driving
Cosmetology
Diesel Technology 1
Diesel Technology 2
Facials Specialty
Heating, Ventilation, Air Conditioning and Refrigeration
Heavy Equipment Mechanic
Machining Technology
Nails Technician
Welding Technology

## CCC

Commercial Pilot
Drafting for Sustainable Construction
Sustainable Building Specialist

## AAS/AS

Aeronautical Science
SPECIALTY CONCENTRATIONS:
OPERATIONS CONCENTRATION
PROFESSIONAL PILOT CONCENTRATION
Electrical Power Technology
Industrial Management Technology
Sugar Technology
Sustainable Construction Management

# Apprenticeship Programs

PSAV

**Program Web Site**

**www.palmbeachstate.edu/Apprenticeships.xml**

**Program Description**

These PSAV programs are a combination of on-the-job training and related classroom instruction offered by Palm Beach State for a private sector sponsor that is registered with the apprenticeship registration agency (Florida Department of Education).

**Employment Opportunities**

Apprenticeships are available in:

- Brick & Block Masonry Apprentice (5254)
- Carpentry Apprentice (5255)*
- Electrical Apprentice (5170)
- Electrical Apprentice (5257)
- Fire Sprinkler Apprentice (5265)
- HVAC Tech Apprentice (5266)
- Plumbing Apprentice (5174)
- Roofing Apprentice (5269)*
- Sheet Metal Fabrication Apprentice (5263)*

**NOTE: These programs are suspended and not admitting new students.*

The student works during the day and attends classes two nights a week during the academic year, learning both the practical and theoretical aspects of a highly skilled occupation. Classes are held at various locations in central Palm Beach County.

**Career Path Notes**

Upon completion of these programs, students are awarded 24 credits toward the A.S. degree in Industrial Management Technology.

The successful completer is awarded an apprenticeship completion certificate, which confirms eligibility nationally for industry recognition of journeyperson status.

**Admission Requirements**

Apprentices are enrolled at Palm Beach State in PSAV career certificate programs. The prospective student applies directly to the apprenticeship organization. Full-time employment with a participating sponsor is required of apprenticeship students.

**Completion Requirements**

Successfully complete all required courses.

**Program Length**

Programs require from two to five years to complete.

**Location**

The program is offered at the Lake Worth campus and at various off-site locations.

# Automotive Service Technology 1 PSAV 5463

**Program Web Site**

**www.palmbeachstate.edu/AutoService.xml**

**Program Description**

This program is designed to prepare students for employment in a variety of occupations and careers found in the automotive service and repair industry. A combination of technical theory and practical hands-on instruction will provide students with the "real-work skills" required for entry level employment in this high wage field.

Coursework for the Automotive Service Technology 1 program prepares students for the Automotive Technician ASE (National Automotive Service Excellence) certification exams in Engine Repair (A1), Steering and Suspension (A4), Brakes (A5), and Electrical/Electronic Systems (A6). For more information please refer to **www.ase.com**.

Program coursework content also covers:

- Shop organization
- Environmental and safety practices
- Proper use of tools and equipment
- Applied math and science
- Employability skills
- Maintenance operations and shop facilities
- Entrepreneurship
- Proper and safe use of tools and diagnostic equipment.

The Automotive Service Technology program is certified as a Master Training Program by the National Automotive Technicians Education Foundation (NATEF) meeting national training standards in Automotive Service Excellence areas of certification: **www.natef.org**.

**Employment Opportunities**

Upon completion of this program, students, may seek employment as entry-level automotive technicians in dealerships, independent repair shops or fleet maintenance facilities. Students may choose to enter jobs as technicians, service advisors, parts specialists or entrepreneurs.

**Career Path Notes**

Upon completion of the Automotive Service Technology 1 program, and meeting eligibility requirements, students will be able to enroll in the advanced automotive program, Automotive Service Technology 2. Once both automotive PSAV programs are completed successfully, the student will be able to apply for prior learning credit and earn 24 college credits toward an A.S. degree in Industrial Management Technology. For further information on the A.S. degree, please refer to **www.palmbeachstate.edu/IndustrialManagement.xml**.

Students who have successfully completed an A.A.S./A.S. or A.A. degree may also enroll in Palm Beach State's Bachelor of Applied Science in Supervision and Management. For further information, please refer to **www.palmbeachstate.edu/BAS.xml**.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

1. No high school diploma or GED is required.
2. Complete a College Application: please refer to admissions website: **www.palmbeachstate.edu/Admissions.xml**
3. Take the Test of Adult Basic Education (TABE).
4. Send request for official high school transcripts, GED or validated foreign equivalent to the Admissions Office.
5. Attend a program informational session or meet with the program manager.
6. Successfully completing the Automotive Service Technology 1 program is required for entry into the Automotive Service Technology 2 program.

**Completion Requirements**

1. Pass the Test of Adult Basic Education (TABE) at the 10th level for mathematics and 9th level for language and reading, or qualify for test exemption (see Testing Center or college catalog for details).
2. Successfully complete all of the courses in the program.
3. All financial responsibilities must be satisfied.

**Program Length**

The Automotive Service Technology 1 is 1,050 hours long. The full-time (day) program can be completed in approximately one year. The part-time program, offered in the evenings, is approximately seventeen months long.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| **Group A** | **Automotive Lube Technician** | |
| AER 0006 | Introduction to Automotive Services | 150 |
| **Group B** | **Automotive Services Assistor** | |
| AER 0033 | Applied Academic for Automotive Technicians | 75 |
| AER 0080 | Workplace Skills for Automotive Technicians | 75 |
| -or- | | |
| AER 0940 | Automotive Services Field Work Experience | 75 |
| **Group C** | **Engine Repair Technician** | |
| AER 0199 | Automotive Engine Repair | 150 |
| **Group F** | **Automotive Suspension and Steering Technician** | |
| AER 0499 | Automotive Steering and Suspension | 150 |
| **Group G** | **Automotive Brake Technician** | |
| AER 0599 | Automotive Brake Systems | 150 |
| **Group H** | **Automotive Electrical/Electronic Technician** | |
| AER 0691 | Automotive Electrical and Electronic Systems 1 | 150 |
| AER 0692 | Automotive Electrical and Electronic Systems 2 | 150 |
| **Total Program Hours** | | **1050** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=111**

# Automotive Service Technology 2 PSAV 5458

**Program Web Site**

**www.palmbeachstate.edu/AutoService.xml**

**Program Description**

This is an advanced program designed to prepare students for employment in a variety of occupations and careers found in the automotive service and repair industry. A combination of technical theory and practical hands-on instruction will provide students with the "real-work skills" required for entry level employment in this High Wage Field.

Coursework for the Automotive Service Technology 2 program prepares students for the Automotive Technician ASE (National Automotive Service Excellence) certification exams in Automatic Transmission/Transaxle (A2), Manual Drive Train and Axles (A3), Heating and Air Conditioning (A7), and Engine Performance (A8). (For more information please refer to **www.ase.com**.

Program coursework content also covers:

- Shop organization
- Environmental and safety practices
- Proper use of tools and equipment
- Applied math and science
- Employability skills
- Maintenance operations and shop facilities
- Entrepreneurship
- Proper and safe use of tools and diagnostic equipment.

The Automotive Service Technology program is certified as a Master Training Program by the National Automotive Technicians Education Foundation (NATEF) meeting national training standards in Automotive Service Excellence areas of certification: **www.natef.org**.

**Employment Opportunities**

Upon completion of this program, students may seek employment as entry-level automotive technicians in dealerships, independent repair shops, or fleet maintenance facilities. Students may choose to enter jobs as technicians, service advisors, parts specialists or entrepreneurs.

**Career Path Notes**

Upon completion of the Automotive Service Technology 1 program, and meeting eligibility requirements, students will be able to enroll in the advanced automotive program, Automotive Service Technology 2. Once both automotive PSAV programs are completed successfully, the student will be able to apply for prior learning credit and earn 24 college credits toward an A.S. degree in Industrial Management Technology. For further information on the A.S. degree, please refer to **www.palmbeachstate.edu/IndustrialManagement.xml**.

Students who have successfully completed an A.A.S./A.S. or A.A. degree may also enroll in Palm Beach State's Bachelor of Applied Science in Supervision and Management. For further information, please refer to **www.palmbeachstate.edu/Bachelor.xml**.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

1. Successfully complete the Automotive Service Technology 1 Program.
2. Complete a College Application: please refer to **www.palmbeachstate.edu/Admissions.xml**.
3. Send request for official high school transcripts, GED or validated foreign equivalent to the Admissions Office.
4. Attend a program informational session or meet with the program manager and student advisor.

**Completion Requirements**

1. Pass the Test of Adult Basic Education (TABE) at the 10th level for mathematics and 9th level for language and reading, or qualify for test exemption (see Testing Center or college catalog for details).
2. Successfully complete all of the courses in the program.
3. All financial responsibilities must be satisfied.

**Program Length**

The Automotive Service Technology 2 Program is 750 hours long. The full-time (days) program can be completed in approximately six months. The part time program, offered in the evenings, is approximately 12 months long.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| **Group D** | **Automatic Transmission and Transaxle Technician** | |
| AER 0299 | Automotive Automatic Transmissions And Transaxles | 150 |
| **Group E** | **Manual Transmission and Transaxle Technician** | |
| AER 0399 | Automotive Manual Transmissions and Transaxles | 150 |
| **Group I** | **Automotive Heating and Air-Conditioning Technician** | |
| AER 0759 | Automotive Heating and Air Conditioning | 150 |
| **Group J** | **Automotive Engine Performance Technician** | |
| AER 0891 | Automotive Engine Performance 1 | 150 |
| AER 0892 | Automotive Engine Performance 2 | 150 |
| **Total Program Hours** | | **750** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=112**

# Commercial Vehicle Driving - Tractor Trailer CDL Class A PSAV 5206

**Program Web Site**

**www.palmbeachstate.edu/CDL.xml**

**Program Description**

This PSAV program is designed to prepare the student for licensing as a commercial vehicle driver. Classes are taught by an authorized agency contracted by the College.

The purpose of this course is to educate and prepare an individual who has no previous tractor-trailer driving experience for entry-level employment within the truck/driving/transportation industry.

**Career Path Notes**

Completion of this program will enable the student to obtain a Florida Commercial Driver's License A/B. Class A Vehicle. A Class A vehicle is defined as any combination of vehicles with a gross weight rating (GVWR) of 26,001 pounds or more provided the GVWR of the vehicle(s) being towed is more than 10,000 pounds.

**Admission Requirements**

Students must complete College Application (**www.palmbeachstate.edu/Admissions.xml**). No high school diploma (or equivalent) is required.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program hours: 334. Approximate program length: 2 months.

**Location**

The program is offered at the Belle Glade and Lake Worth campuses.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| CDO 0100 | Tractor Trailer Driver Training (CDL A) | 334 |
| **Total Program Hours** | | **334** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=113**

# Cosmetology PSAV 5357

**Program Web Site**

**www.palmbeachstate.edu/Cosmetology.xml**

**Program Description**

The program includes theory and salon experience in hair styling, hair cutting, hair coloring, permanent waving and hair relaxing, manicures and pedicures, salon management and skin care services. In addition, course work covers cosmetology law, ethics, and other technical information related to the field.

Instruction is designed to prepare the student to successfully pass the Florida State Board of Cosmetology exam. Upon passing the examination, the student will become a licensed cosmetologist.

The instruction is designed to prepare the student to successfully pass the Florida Cosmetology License examination.

The 1,200- hour program consists of ten required courses. The curriculum builds upon knowledge and skill sets from each previous course. Thus, a student cannot take two courses simultaneously. Each course must be completed and passed before enrolling in the next required course.

**Employment Opportunities**

After completing this program and obtaining a license, students may seek employment as a cosmetologist in beauty salons, spas, department stores, resorts, cruise ships, nursing and other residential care homes, and cosmetic stores.

**Career Path Notes**

Students may choose to take continuing education courses in the cosmetology field.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Students must complete College Application (**www.palmbeachstate.edu/Admissions.xml**). No high school diploma (or equivalent) is required. Students in this program are required to take the TABE (Test of Adult Basic Education) before registering for classes.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 8; Mathematics: 8 or qualify for TABE exemption (**www.palmbeachstate.edu/vpiLW.xml**).

**Program Length**

Total program hours: 1,200. Approximate program length: one year for daytime students, two years for evening students. New daytime classes start in August, January and May each year. New evening classes start in August and January.

**Location**

The program is offered at the Lake Worth and Belle Glade campuses.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| COS 0200 | Cosmetology 1 - Introduction | 120 |
| COS 0301 | Cosmetology 2 - Haircutting | 120 |
| COS 0400 | Cosmetology 3 - Styling | 120 |
| COS 0600 | Cosmetology 5 - Chemicals | 120 |
| COS 0700 | Cosmetology 6 - Haircolor | 120 |
| COS 0870 | Cosmetology 4 - Salon Management | 120 |
| CSP 0240 | Facials | 120 |
| CSP 0010 | Manicuring, Pedicuring & Nail Extensions | 120 |
| CSP 0011 | Salon Practice Lab 2 | 120 |
| CSP 0300 | Salon Practice Lab 1 | 120 |
| **Total Program Hours** | | **1,200** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=114**

# Diesel Technology I PSAV 5468

**Program Web Site**

**www.palmbeachstate.edu/DieselLW.xml**

**Program Description**

This program is designed to prepare the students for employment in a variety of occupations and careers found in the diesel and heavy truck industry. A combination of technical theory and practical hands-on instruction will provide students with the "real-work skills" required for entry level employment in this high wage field.

Coursework for the Diesel Technology 1 program prepares students for the Medium/Heavy Truck Technician ASE (National Automotive Service Excellence) certification exams in Diesel Engines (T2), Brake Systems (T4) and Electrical and Electronic Systems (T6). For more information, please refer to **www.ase.com**.

Program coursework content also covers:

- Shop organization
- Environmental and safety practices
- Proper use of tools and equipment
- Applied math and science
- Employability skills
- Maintenance operations and shop facilities
- Entrepreneurship

Coursework for this program covers instruction in the proper and safe use of heavy diesel service tools and diagnostic equipment. The curriculum is designed to give students a combination of classroom and lab related activities.

The student learning outcomes, covered in these courses, have been approved by the National Automotive Technicians Education Foundation (NATEF): **www.natef.org**.

**Employment Opportunities**

Upon completion of this program, you may seek employment as a heavy/medium truck technician, fleet technician, bus mechanic, marine diesel technician, heavy equipment repair or parts counterperson.

Some diesel technicians work on heavy trucks and off-road equipment, including bulldozers, cranes, loaders, farm tractors or combines.

**Career Path Notes**

Upon completion of the Diesel Technology 1 program, and meeting eligibility requirements, students may be able to enroll in the advanced Diesel Technology 2 Program. Students may also transfer 24 college credits toward an A.S. degree in Industrial Management Technology. For further information on the A.S. degree, please refer to **www.palmbeachstate.edu/IndustrialManagement.xml**.

Students who have successfully completed an A.A.S./A.S. or A.A. degree may also enroll in Palm Beach States's Bachelor of Applied Science in Supervision and Management. For further information, please refer to **www.palmbeachstate.edu/BASintroduction.xml**.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Students must complete College Application (**www.palmbeachstate.edu/Admissions.xml**). No high school diploma (or equivalent) is required. Students in this program are required to take the Test of Adult Basic Education (TABE) before registering for classes. Students must also attend a program informational session or meet with the program manager.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading 9; English 9; Mathematics 9; or qualify for TABE exemption (**www.palmbeachstate.edu/vpilw.xml**).

**Program Length**

Total program hours: 1,050. The program can be finished in one year if you attend full time (days).

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| **Group A – Diesel Engine/Mechanic Technician Helper** | | |
| DIM 0004 | Introduction to Diesel Technology | 150 |
| DIM 0014 | Diesel Engine Systems 1 | 150 |
| DIM 0006 | Diesel Engine Systems 2 | 150 |
| **Group B – Diesel Electrical and Electronics Technician** | | |
| DIM 0302 | Electrical and Electronic Systems 1 | 150 |
| DIM 0303 | Electrical and Electronic Systems 2 | 150 |
| **Group C – Diesel Brakes Technician** | | |
| DIM 0007 | Heavy Truck Brake Systems 1 | 150 |
| DIM 0008 | Heavy Truck Brake Systems 2 | 150 |
| **Total Program Hours** | | **1,050** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=115**

# Diesel Technology 2 PSAV 5457

**Program Web Site**

**www.palmbeachstate.edu/DieselLW.xml**

**Program Description**

This is an advanced program designed to prepare the students for employment in a variety of occupations and careers found in the diesel and heavy truck industry. A combination of technical theory and practical hands-on instruction will provide students with the "real-work skills" required for entry- level employment in this high wage field.

Coursework for the advanced Diesel Technology 2 program prepares students for the Medium/Heavy Truck Technician ASE (National Automotive Service Excellence) certification exams in Drive Train (T3), Suspension and Steering (T5), Heating Ventilation and A/C (T7) and Preventive Maintenance and Inspection (T8). For further information, please refer to **www.ase.com**.

Program coursework content also covers:

- Shop organization
- Environmental and safety practices
- Proper use of tools and equipment
- Applied math and science
- Employability skills
- Maintenance operations and shop facilities
- Entrepreneurship

Coursework for this program covers instruction in the proper and safe use of heavy diesel service tools and diagnostic equipment. The curriculum is designed to give students a combination of classroom and lab related activities.

The student learning outcomes, covered in these courses, have been approved by the National Automotive Technicians Education Foundation (NATEF): **www.natef.org**.

**Employment Opportunities**

Upon completion of this program, you may seek employment as a heavy/medium truck technician, fleet technician, bus mechanic, marine diesel technician, heavy equipment repair or parts counterperson.

Some diesel technicians work on heavy trucks and off-road equipment, including bulldozers, cranes, loaders, farm tractors or combines.

**Career Path Notes**

Upon completion of the Diesel Technology 2 program, and meeting eligibility requirements, students may be able to transfer 24 college credits toward an A.S. degree in Industrial Management Technology. For further information on the A.S. degree, please refer to **www.palmbeachstate.edu/IndustrialManagement.xml**.

Students who have successfully completed an A.A.S./A.S. or A.A. degree may also enroll in Palm Beach State's Bachelor

of Applied Science in Supervision and Management. For further information, please refer to **www.palmbeachstate.edu/BASintroduction.xml**.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Students must successfully complete Diesel Technology 1. Students must complete College Application (**www.palmbeachstate.edu/Admissions.xml**). No high school diploma (or equivalent) is required. Students must also attend a program informational session or meet with the program manager.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program hours: 750. The program can be finished in eight months if you attend full time (days).

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| **Group A – Diesel Engine Preventive Maintenance Technician** | | |
| DIM 0103 | Preventive Maintenance Inspection | 150 |
| **Group B – Diesel Heating and Air Conditioning Technician** | | |
| DIM 0610 | Heating and Air Conditioning | 150 |
| **Group C – Diesel Steering and Suspension Technician** | | |
| DIM 0500 | Truck Steering and Suspension | 150 |
| **Group D – Diesel Drivetrain Technician** | | |
| DIM 0201 | Drive Train Systems | 150 |
| DIM 0106 | Hydraulic Systems | 150 |
| **Total Program Hours** | | **750** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=136**

# Facials Specialty PSAV 5355

**Program Web Site**

**www.palmbeachstate.edu/Facial.xml**

**Program Description**

This PSAV program prepares the student for employment as a registered facial specialist.

The program is designed to provide competencies in different types of facials and spa skin care treatments. Hair removal and different types of make-ups are demonstrated and performed.

**Employment Opportunities**

After completing this program and obtaining a license, the student may seek employment as a facial specialist in a salon, spa, resort, cruise ship, cosmetic surgeon's office or dermatologist office.

**Career Path Notes**

Students may choose to take continuing education courses in the facial specialty field.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Students must complete College Application **(www.palmbeachstate.edu/Admissions.xml)**. No high school diploma (or equivalent) is required.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program hours: 260. Approximate program length: three months for daytime students, six months for evening students.

Daytime classes start August, January and May. Evening classes start twice a year.

**Location**

This program is offered at the Lake Worth and Belle Glade campuses.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| CSP 0260 | Facial Specialist | 260 |
| **Total Program Hours** | | **260** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=116**

# Heating, Ventilation, Air Conditioning and Refrigeration PSAV 5267

**Program Web Site**

**www.palmbeachstate.edu/CommercialHeatandAir.xml**

**Program Description**

This PSAV program's course content includes broad, transferable skills, and stresses the understanding of all aspects of the heating, air conditioning and refrigeration industry. The curriculum emphasizes operational functions of the HVAC industry such as management, finance, technical and production skills. The underlying principles of technology, labor issues, health, safety and environmental issues are also covered.

Shop or laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures and in the care of tools, equipment, materials and processes found in the industry.

**Employment Opportunities**

This program is designed to prepare the student for employment in the heating, air conditioning and refrigeration industry.

**Career Path Notes**

Upon completion of these programs, students are awarded 24 credits towards the A.S. degree in Industrial Management Technology.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Students must complete College Application (**www.palmbeachstate.edu/Admissions.xml**). No high school diploma (or equivalent) is required. Students in this program are required to take the Test of Adult Basic Education (TABE) before registering for classes.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 9; Mathematics: 10 or qualify for TABE exemption (**www.palmbeachstate.edu/vpilw.xml**).

**Program Length**

Total program hours: 1,350.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| **Group A - Heating, A/C, and Refrigeration Helper** | | |
| ACR 0501 | Introduction to HVAC/R Principles | 120 |
| ACR 0961 | HVAC/R Field Work Experience 1 | 75 |
| ACR 0510 | HVAC/R Tools and Component Fabrication | 120 |
| **Group B - Heating, A/C and Refrigeration Mechanic Assistant** | | |
| ACR 0530 | Electricity for HVAC/R | 120 |
| ACR 0962 | HVAC/R Field Work Experience 2 | 75 |
| ACR 0706 | Introduction to HVAC/R System Installations | 120 |
| **Group C - Heating, A/C and Refrigeration Mechanics** | | |
| ACR 0307 | Electronics and Refrigeration Systems | 120 |
| ACR 0622 | Heating Service & System Troubleshooting | 120 |
| ACR 0430 | Indoor Air Quality for Air Conditioning | 120 |
| ACR 0816 | Installation & Repair of HVAC/R Systems | 120 |
| **Group D - Heating, A/C and Refrigeration Technician** | | |
| ACR 0710 | Commercial HVAC/R Mechanical Components | 120 |
| -or- | | |
| ACR 0963 | Field Work in HVAC/R 3 | 120 |
| ACR 0066 | Technical Engineering of HVAC/R Systems | 120 |
| -or- | | |
| ACR 0964 | Field Work in HVAC/R 4 | 120 |
| **Total Program Hours** | | **1,350** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=130**

# Heavy Equipment Mechanic

## PSAV 5456

**Program Web Site**

**www.palmbeachstate.edu/HeavyEquipmentMechanic.xml**

**Program Description**

This PSAV program is designed to prepare the student for employment as bus, truck and diesel engine mechanics, diesel mechanics helpers, mobile heavy equipment mechanics, construction equipment mechanics, and industrial truck mechanics.

**Employment Opportunities**

Entry-level mechanic positions such as bus, heavy trucks and other diesel applications.

**Career Path Notes**

Heavy equipment mechanics are in high demand, and this program is the first step to a successful career.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Students must complete College Application (**www.palmbeachstate.edu/Admissions.xml**). No high school diploma (or equivalent) is required.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 9; Mathematics: 9 or qualify for TABE exemption (**www.palmbeachstate.edu/vpilw.xml**).

**Program Length**

Total program hours: 1,800. Approximate program length: 18 months evening students.

**Location**

The program is offered on the Belle Glade campus.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| **Group A** | **Diesel Engine Mechanic/Technician** | |
| DIM 0004 | Introduction to Diesel technology | 150 |
| **Group B** | **Diesel Electrical and Electronics Technician** | |
| DIM 0302 | Electrical and Electronic Systems 1 | 150 |
| DIM 0303 | Electrical and Electronic Systems 2 | 150 |
| **Group C** | **Diesel Engine Preventive Maintenance Technician** | |
| DIM 0103 | Preventive Maintenance Inspection | 150 |
| **Group D** | **Diesel Engine Technician** | |
| DIM 0014 | Diesel Engine Systems 1 | 150 |
| DIM 0006 | Diesel Engine Systems 2 | 150 |
| **Group E** | **Diesel Brakes Technician** | |
| DIM 0007 | Heavy Truck Brake Systems 1 | 150 |
| DIM 0008 | Heavy Truck Brake Systems 2 | 150 |
| **Group F** | **Diesel Heating and Air Conditioning Technician** | |
| DIM 0610 | Heating and Air Conditioning | 150 |
| **Group G** | **Diesel Steering and Suspension** | |
| DOM 0500 | Truck Steering and Suspension | 150 |
| **Group H** | **Diesel Drive Train Technician** | |
| DIM 0201 | Drive Train Systems 1 | 150 |
| **Group I** | **Diesel Power Train Technician** | |
| DIM 0110 | Diesel Power Train | 150 |
| **Total Program Hours** | | **1,800** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=156**

# Machining Technology

## PSAV 5459

**Program Web Site**

**www.palmbeachstate.edu/Machining.xml**

**Program Description**

This PSAV program is designed to prepare the student for employment in the manufacturing industry.

Course content includes safety issues of the manufacturing environment, associated math and blueprint reading skills, computer numerical control (CNC) programming, manufacturing planning/methods, inspection methods, coordinate measuring machine (CMM) use and related machining concepts and theories. Shop or laboratory activities are an integral part of the program and provide instruction in the

various machine tools, machine accessories and programming techniques related to current industry standard and practices.

**Employment Opportunities**

Student may find entry-level employment as machinists, machinist helpers, computer aided design/computer aided manufacturing (CAD/CAM) operators or programmers, and CAD/CAM machine operators or programmers.

**Career Path Notes**

Upon completion of these programs, students are awarded 24 credits towards the A.S. degree in Industrial Management Technology.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Students must complete College Application **(www.palmbeachstate.edu/Admissions.xml)**. No high school diploma (or equivalent) is required. Students in this program are required to take the Test of Adult Basic Education (TABE) before registering for classes.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 8; Mathematics: 9 or qualify for TABE exemption (**www.palmbeachstate.edu/vpilw.xml**).

**Program Length**

Total program hours: 1,560. Approximate program length: 13 months.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| **Group A** | **Machinist Helper** | |
| PMT 0202 | Introduction to Machining | 120 |
| PMT 0201 | Shop Math, Blueprints and Measurements | 120 |
| **Group B** | **Machine Operator** | |
| PMT 0211 | Manual Machining | 120 |
| PMT 0230 | Manual Machining Advanced | 120 |
| PMT 0229 | Inspection Methods | 120 |
| **Group C** | **Machine Set-up Operator** | |
| PMT 0500 | Manufacturing Methods | 120 |
| PMT 0510 | Manufacturing Methods Advanced | 120 |
| PMT 0260 | Intro to CAD/CAM Programming | 120 |
| PMT 0251 | Intro to CNC Machining | 120 |
| **Group D** | **Machinist** | |
| PMT 0258 | CNC Milling Methods | 120 |
| PMT 0259 | CNC Lathe Methods | 120 |
| PMT 0228 | Advanced CNC Concepts | 120 |
| -or- | | |
| PMT 0290 | Machining Field Experience 1 | 120 |
| PMT 0265 | Machining Technologies | 120 |
| -or- | | |
| PMT 0291 | Machining Field Experience 2 | 120 |
| **Total Program Hours** | | **1,560** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=118**

# Nails Technician PSAV 5356

**Program Web Site**

**www.palmbeachstate.edu/NailTech.xml**

**Program Description**

This PSAV program prepares the student for employment as a registered nail specialist.

This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. This course is designed to provide competencies in manicuring and pedicuring and in applying artificial nails and nail wraps.

**Employment Opportunities**

After completing this program and obtaining a license, the student may seek employment as a nail specialist in a beauty or nail salon, spa, resort, or cruise ship.

**Career Path Notes**

Students may choose to take continuing education courses in the nail technician field.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Students must complete College Application (**www.palmbeachstate.edu/Admissions.xml**). No high school diploma (or equivalent) is required.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program hours: 240. Approximate program length: 2.5 months for daytime students, 5 months for evening students.

**Location**

This program is offered at the Lake Worth and Belle Glade campuses.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| CSP 0013 | Nail Specialist | 240 |
| **Total Program Hours** | | **240** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=116**

# Welding Technology PSAV 5460

**Program Web Site**

**www.palmbeachstate.edu/WeldingLW.xml**

**Program Description**

This program prepares the student for entry-level employment in a variety of occupations in the welding industry. The content includes, but is not limited to, communication skills, human relations, employability skills, safe and efficient work practices, reading blueprints, identifying metals and basic shop skills.

Shop activities are an integral part of this program and provide instruction in the various processes and fabrication skills, including torch cutting, arc welding, MIG welding, flux core welding, TIG welding, pipe welding, certification test preparation, use of current industry standards, practices and techniques.

**Employment Opportunities**

Upon graduation students may find employment in the aerospace industry, construction iron worker field or in manufacturing.

**Career Path Notes**

Upon completion of these programs, students are awarded 24 credits towards the A.S. degree in Industrial Management Technology.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

Students must complete College Application **(www.palmbeachstate.edu/Admissions.xml)**. No high school diploma (or equivalent) is required. Students in this program are required to take the Test of Adult Basic Education (TABE) before registering for classes.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 9; Mathematics: 9 or qualify for TABE exemption (**www.palmbeachstate.edu/vpilw.xml**).

**Program Length**

Total program hours: 1,170. Approximate program length: one year.

**Location**

The program is offered at the Lake Worth and Belle Glade campuses.

| REQUIRED COURSES | | CLOCK HOURS |
|---|---|---|
| **Group A** | | |
| PMT 0108 | Introduction to Welding | 120 |
| PMT 0109 | Introduction to Welding 2 | 120 |
| **Group B** | | |
| PMT 0126 | Shielded Metal Arc Welding | 120 |
| PMT 0127 | Shielded Metal Arc Welding Advanced | 120 |
| **Group C** | | |
| PMT 0147 | Gas Metal Arc Welding | 120 |
| **Group D** | | |
| PMT 0143 | Flux Cored Arc Welding | 120 |
| **Group E** | | |
| PMT 0150 | Gas Tungsten Arc Welding | 120 |
| PMT 0151 | Gas Tungsten Arc Welding Advanced | 120 |
| **Group F** | | |
| PMT 0167 | Pipe Welding | 120 |
| PMT 0168 | Pipe Welding Advanced | 90 |
| **Total Program Hours** | | **1,170** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=119**

# Commercial Pilot CCC 6164

**Program Web Site**

**www.palmbeachstate.edu/Aeroscience.xml**

**Program Description**

This program is designed to train the student for a career as a professional pilot. There are two options that the student can choose from: Airplane or Helicopter. Upon completion of the Airplane certificate option, the student will possess an FAA Commercial Airplane Single and Multi Engine Land license. Upon completion of the Helicopter certificate option, the student will possess an FAA Commercial Rotorcraft Helicopter Land license.

Students enrolled in this program must comply strictly with the Federal Aviation Administration requirements for flight and ground instruction under 14 CFR 61. All flight time must be logged and certified by an FAA certified flight instructor. Each FAA license and/or rating requires passing an FAA knowledge test and FAA practical test. The courses taught at Palm Beach State will prepare the student for these tests; however, the FAA license or rating is not required to complete the courses. It is the students' responsibility to schedule and successfully complete the FAA checkride on their own in order to meet the prerequisite of the next class.

In order to get college credits for FAA licenses and/or ratings already held, the student must be enrolled in this program and must have accumulated at least 16 hours of college credits from courses within this program. Please see the following for more information: **www.palmbeachstate.edu/PilotPriorLearning.xml**.

Please see the program manager for a list of flight schools that are currently affiliated with Palm Beach Stae for flight training.

**Employment Opportunities**

Students who successfully complete this program are qualified to fly as a professional pilot. However, most major airlines, charter companies and private aircraft owners require more experience. Graduates of this program should continue to get the Associate of Science Degree that will include all FAA Flight Instructor licenses. Once these licenses are successfully attained, then the student can build flight experience required for these major flying careers.

**Career Path Notes**

Palm Beach State currently has an Articulation of Transfer Agreement with Embry-Riddle Aeronautical University which will allow the student who successfully complete this program to transfer the credits toward a Bachelor of Science in Professional Aeronautical and Technical Management.

**Admission Requirements**

To be admitted into this program the student must:

- Complete a college application;
- Have a high school diploma or equivalent GED;
- Provide proof of citizenship documents for Transportation Security Administration (TSA) approval prior to beginning any flight training. For non-US citizens, the TSA approval process could take as long as two months to complete. For more information see **www.flightschoolcandidates.gov**.
- Obtain a 1st, 2nd, or 3rd class FAA medical from an Aviation Medical Examiner (AME) before beginning any flight training. The FAA medical certificate must be presented to

the aviation program manager before flight training can be initiated. All current AMEs can be found at **www.faa.gov/pilots/ameLocator**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

This program can be finished in two semesters.

**Location**

This program is offered at the Lake Worth campus and local airports.

| CERTIFICATE CORE COURSES | | CREDITS |
|---|---|---|
| ATF 1602 | Flight Simulator | 3 |
| ATT 1100 | Private Pilot Ground School | 3 |
| ATT 2120 | Instrument Ground School | 3 |
| ATT 2110 | Commercial Pilot Ground School | 3 |
| **Total Core Credits** | | **12** |

**SELECT ONE OPTION FROM BELOW TO COMPLETE THIS CERTIFICATE:**

| AIRPLANE OPTION COURSES | | CREDITS |
|---|---|---|
| ATF 1100 | Private Pilot Flight 1 | 2 |
| ATF 1101 | Private Pilot Flight 2 | 1 |
| ATF 1120 | Private Pilot Flight 3 | 1 |
| ATF 1150 | Flight Lab 1 (A-E) | 1 |
| ATF 2300 | Instrument Rating Flight 1 | 1 |
| ATF 2302 | Instrument Rating Flight 2 | 1 |
| ATF 2304 | Instrument Rating Flight 3 | 1 |
| ATF 2250 | Flight Lab 2 (A-B) | 1 |
| ATF 2200 | Commercial Pilot Flight 1 | 1 |
| ATF 2210 | Commercial Pilot Flight 2 | 1 |
| ATF 2400 | Multi-Engine Flight | 1 |
| **Total Airplane Option Credits** | | **12** |

| HELICOPTER OPTION COURSES | | CREDITS |
|---|---|---|
| ATF 1140 | Flight - Private Helicopter | 4 |
| ATF 1105 | Intermediate Flight Lab Helicopter | 1 |
| ATF 2340 | Flight - Instrument Helicopter | 3 |
| ATF 2240 | Advanced Flight Lab Helicopter | 1 |
| ATF 2241 | Flight - Commercial Helicopter | 2 |
| Any course approved by the Department Chair | | 1 |
| **Total Helicopter Option Credits** | | **12** |
| **Total Program Credits** | | **24** |

# Drafting for Sustainable Construction CCC 6222

**Program Web Site**

**www.palmbeachstate.edu/Drafting.xml**

**Program Description**

This college credit certificate program is designed to prepare students for entry level employment in the drafting, design and construction field of study.

Course content includes principles, procedures and theories of manual and computer drafting including CAD, architectural drafting design, technical drawing, and plans interpretation.

**Employment Opportunities**

This credit program is designed to prepare students for employment as a drafting specialist or construction specialist, or to provide supplemental education and training for persons previously or currently employed in the drafting/construction fields.

**Career Path Notes**

Credits from this certificate program will transfer directly into the Associate in Science (A.S.) degree in Sustainable Construction Management.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program credits: 24. Students may complete the program in one year if they attend full-time or two years part-time.

**Location**

The program is offered at the Lake Worth campus.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| BCN 1003 | Construction Calculations | 3 |
| ETD 1031C | Introduction to Construction Drawing | 3 |
| BCN 1040 | Sustainable Construction Basics | 3 |
| BCN 1210 | Building Construction Materials & Methods 1 | 3 |
| BCN 2253C | Architectural Drafting 1 | 3 |
| BCN 2259C | Architectural Drafting 2 | 3 |
| BCN 2080C | Architectural Drafting & Design 1 | 3 |
| BCN 2081C | Architectural Drafting & Design 2 | 3 |
| **Total Program Credits** | | **24** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=121**

# Sustainable Building Specialist CCC 6223

**Program Web Site**

**www.palmbeachstate.edu/BuildingConstruction.xml**

**Program Description**

This college credit certificate program is designed to prepare students for entry-level employment in the building construction field.

Course content includes principles, procedures and theories of building construction, including estimating, construction materials, methods, plans interpretation and construction techniques for sustainability.

**Employment Opportunities**

This program is designed to provide education and skills training for persons previously or currently employed in the building construction field. Construction supervisors, estimators and inspectors may be some of the potential positions available with appropriate construction experience.

**Career Path Notes**

Credits from this certificate program will transfer directly into the Associate in Science (A.S.) degree in Sustainable Construction Management.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program credits: 24. Students may complete the program in one year if they attend full time or two years part time.

**Location**

The program is offered at the Lake Worth and Belle Glade campuses.

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| BCN 1003 | Construction Calculations | 3 |
| ETD 1031C | Introduction to Construction Drawing | 3 |
| BCN 1272 | Plans Interpretation | 3 |
| BCN 1040 | Sustainable Construction Basics | 3 |
| BCN 1210 | Building Construction Materials & Methods 1 | 3 |
| BCT 1770 | Construction Estimating | 3 |
| SUR 1101C | Basic Surveying and Mapping | 3 |
| ETI 1701 | Environmental Health and Safety | 3 |
| **Total Program Credits** | | **24** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=120**

# Aeronautical Science AAS/AS

**Program Web Site**

**www.palmbeachstate.edu/Aeroscience.xml**

**OPERATIONS CONCENTRATION** AAS A162 / AS 2172

**Program Description**

This program is designed to train the student for a career in aviation management. There are two options that the student can choose from: Operations or Maintenance.

The Maintenance Option is designed to allow the individual who currently holds an FAA Airframe and Powerplant license (A&P) to pursue a two-year degree that will provide management skills and knowledge for advancement within the aviation maintenance industry. Students pursuing the Maintenance Concentration must possess an A&P license prior to being admitted into this program.

The Operations Option is designed to prepare the student to become proficient in planning, organizing, directing and controlling an aviation-related business. This course of study includes the following topics: the organizational and human aspects of business management, application of the principles of business, economic resource management and decision making.

**Career Path Notes**

Palm Beach State currently has an Articulation or Transfer Agreement with Embry-Riddle Aeronautical University which will allow the student who successfully completes this program to transfer the credits to ERAU toward a Bachelor of Science in Professional Aeronautics, Technical Management and/or Aviation Maintenance Management.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

To be admitted into this program the student must:

- Complete a college application;
- Have a high school diplomas or equivalent GED;
- Possess an FAA A&P license in pursuing the Maintenance Management Concentration.

**PROFESSIONAL PILOT CONCENTRATION**

AAS A163 / AS 2197

**Program Description**

This program is designed to train the student for a career as a professional pilot. There are two options that the student can choose from: Airplanes or Helicopters. Upon completion of the Airplane degree option, the student will possess an FAA Commercial Airplane Single and Multi Engine Land license. Upon completion of the Helicopter degree option, the student will possess an FAA Commercial Rotorcraft, Helicopter Land license. With both options, the student will acquire the applicable Flight Instructor licenses.

Students enrolled in this program must comply strictly with the Federal Aviation Administration requirements for flight and ground instruction under 14 CFR 61 or 141. All flight time must be logged and certified by an FAA certified flight instructor. Each FAA license and/or rating requires passing an FAA knowledge test and FAA practical test. The courses taught at Palm Beach State will prepare the student for these tests; however, the FAA license or rating is not required to complete the courses. It is the students' responsibility to schedule and successfully complete the FAA checkride on their own in order to meet the prerequisite of the next class.

In order to get college credits for FAA licenses and/or ratings already held, the student must be enrolled in this program and must have accumulated at least 16 hours of college credits from courses within this program. For more information: **www.palmbeachstate.edu/pilotpriorlearning.xml**.

Please see the program manager for a list of flight schools that are currently affiliated with Palm Beach State for flight training.

**Career Path Notes**

Palm Beach State currently has an Articulation or Transfer Agreement with Embry-Riddle Aeronautical University which will allow the student who successfully complete this program to transfer the credits toward a Bachelor of Science in Professional Aeronautics and/or Technical Management.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

To be admitted into this program the student must:

- Complete a college application;
- Have a high school diploma or equivalent GED;
- Provide proof of citizenship documents for Transportation Security Administration (TSA) approval prior to beginning any flight training. For non-US citizens, the TSA approval process could take as long as two months to complete. See the following website. For more information, visit **www.flightschoolcandidates.gov**
- Obtain a 1st, 2nd, or 3rd class FAA medical from an Aviation Medical Examiner (AME) before beginning any flight training. The FAA medical certificate must be presented to the Aviation Program Manager before flight

training can be initiated. All current AMEs can be found at **www.faa.gov/pilots/amelocator**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

Total program credits: 64.
Approximate program length: two years.

**Location**

The program is offered at the Lake Worth campus (ground school and aviation classes) and at local airports (flight classes).

## OPERATIONS CONCENTRATION

AAS A162 / AS 2172

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 (A.S. students) | 3 |
| ENC 1210 | Technical Communications (A.A.S. students) | (3) |
| MAC 1105 | College Algebra (A.S. students) | 3 |
| MTB 1103 | Business Mathematics (A.A.S. students) | (3) |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| PHY 1001 | Applied Physics (A.S. students) | 3 |
| GEA 1000 | Principles of Geography and Conservation (A.A.S. students) | (3) |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| **Total Required General Education Credits** | | **18** |

| REQUIRED COURSES | | |
|---|---|---|
| ACG 2022 | Financial Accounting | 4 |
| ASC 1210 | Aero-Meteorology | 3 |
| ASC 1310 | Aero-Safety and Regulations | 3 |
| ATT 1100 | Private Pilot Ground School | 3 |
| MAR 2011 | Principles of Marketing | 3 |
| BUL 2241 | Business Law 1 | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| **Total Required Course Credits** | | **22** |

**CHOOSE ONE OF THE FOLLOWING OPTIONS:**

| MAINTENANCE OPERATIONS COURSES | | CREDITS |
|---|---|---|
| AMT 1933 | Airframe and Power Plant Certification | 24 |
| **Total Maintenance Management Credits** | | **24** |

**-OR-**

| FLIGHT OPERATIONS COURSES | | CREDITS |
|---|---|---|
| ECO 2013 | Principles of Macroeconomics | 3 |
| ECO 2023 | Principles of Microeconomics | 3 |
| GEB 1011 | Introduction to Business | 3 |
| MAN 2021 | Principles of Management | 3 |
| MNA 2100 | Human Relations in Business | 3 |
| OST 2335 | Business Communications | 3 |
| POS 1001 | Introduction to Political Science | 3 |
| SBM 2000 | Small Business Management | 3 |
| **Total Operations Option Credits** | | **24** |
| **Total Program Credits** | | **64** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=124**

## PROFESSIONAL PILOT CONCENTRATION

AAS A163 / AS 2197

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 (A.S. students) | 3 |
| ENC 1210 | Technical Communications (A.A.S. students) | (3) |
| MAC 1105 | College Algebra (A.S. students) | 3 |
| MTB 1103 | Business Mathematics (A.A.S. students) | (3) |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| PHY 1001 | Applied Physics (A.S. students) | 3 |
| GEA 1000 | Principles of Geography and Conservation (A.A.S. students) | (3) |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| **Total Required General Education Credits** | | **18** |

| REQUIRED COURSES | | |
|---|---|---|
| ASC 1101 | Aero-Navigation | 3 |
| ASC 1210 | Aero-Meteorology | 3 |
| ASC 1310 | Aero-Safety and Regulations | 3 |
| ASC 1640 | Propulsion Systems (A.S. students) | 3 |
| ESC 1000 | Earth Science (A.A.S. students) | (3) |
| ASC 2550 | Aerodynamics | 3 |
| ATF 1602 | Basic Flight Simulator | 3 |
| ATT 1100 | Private Pilot Ground School | 3 |
| ATT 2120 | Instrument Ground School | 3 |
| ATT 2110 | Commercial Pilot Ground School | 3 |
| ATT 2131 | Flight Instructor Ground School | 3 |
| **Total Required Course Credits** | | **30** |

**CHOOSE ONE OF THE FOLLOWING OPTIONS:**

| AIRPLANE COURSES | | CREDITS |
|---|---|---|
| ATF 1100 | Private Pilot Flight 1 | 2 |
| ATF 1101 | Private Pilot Flight 2 | 1 |
| ATF 1120 | Private Pilot Flight 3 | 1 |
| ATF1150A-E | Flight Lab 1 | 1 |
| -or- | | |
| Any course approved by Professional Pilot Program Chair | | (1) |
| ATF 2300 | Instrument Rating Flight 1 | 1 |
| ATF 2302 | Instrument Rating Flight 2 | 1 |
| ATF 2304 | Instrument Rating Flight 3 | 1 |
| ATF2250A-B | Flight Lab 2 | 1 |
| -or- | | |
| Any course approved by Professional Pilot Program Chair | | (1) |
| ATF 2200 | Commercial Pilot Flight 1 | 1 |
| ATF 2210 | Commercial Pilot Flight 2 | 1 |
| ATF 2400 | Multi-Engine Flight | 1 |
| ATF 2500 | Flight Instructor (Initial CFI) Flight | 2 |
| -or- | | |
| Any course approved by Professional Pilot Program Chair | | (1) |
| ATF 2530 | Flight Instructor Instrument (CFI-I) Flight | 1 |
| -or- | | |
| Any course approved by Professional Pilot Program Chair | | (1) |
| ATF 2510 | Flight Instructor Multi-Engine (MEI) Flight | 1 |
| -or- | | |
| Any course approved by Professional Pilot Program Chair | | (1) |
| **Total Airplane Credits** | | **16** |

**-OR-**

| HELICOPTER COURSES | | CREDITS |
|---|---|---|
| ATF 1140 | Flight – Private Helicopter | 4 |
| ATF 1105 | Intermediate Flight Lab Helicopter | 1 |
| ATF 2240 | Advanced Flight Lab Helicopter | 1 |

| | | |
|---|---|---|
| ATF 2241 | Flight - Commercial Helicopter | 2 |
| ATF 2340 | Flight - Instrument Helicopter | 3 |
| ATF 2540 | Certified Flight Instructor Helicopter | 1 |
| ATF 2541 | Certified Flight Instructor Instrument Helicopter | 1 |
| Any course approved by Professional Pilot Program Chair | | 3 |
| **Total Helicopter Credits** | | **16** |
| **Total Program Credits** | | **64** |

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=125**

# Electrical Power Technology

## AS 2270

**Program Web Site**

**www.palmbeachstate.edu/EPT.xml**

**Program Description**

This program is designed for the student who will seek immediate employment in the power technology field upon graduation or who is presently employed in power generation and allied fields and desires advancement.

Course content includes core courses in power generation with special programs in instrumentation/control, electrical maintenance and mechanical maintenance.

**Employment Opportunities**

Upon completion of this program, you may seek employment in an entry-level position with a broad base of skills in power generation. There will be expanded employment opportunities due to Florida's projected additional power needs.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years if students attend full time or three years if they attend part time.

**Location**

The program is offered at the Palm Beach Gardens campus.

| **GENERAL EDUCATION REQUIREMENTS** | | **CREDITS** |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 | 3 |
| MAC 1105 | College Algebra | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| PSY 2012 | General Psychology | 3 |
| PHY 1001 | Applied Physics | 3 |
| Any course from Humanities Area II | | 3 |
| **Total Required General Education Credits** | | **18** |
| **CORE PROGRAM REQUIREMENTS** | | |
| EET 1015C | DC Circuits | 4 |
| EET 1025C | AC Circuits | 4 |
| EST 1572 | Power Plant Fundamentals | 3 |
| ETI 1701 | Industrial Safety | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| EET 1531 | Power Plant Science | 3 |
| ETI 1000 | Industrial Tools and Equipment | 3 |
| EET1215 | Introduction to Electronics | 3 |
| **Total Required Core Program Credits** | | **26** |
| **ELECTIVES:** | | |
| ETI 2941 | EPT Internship (6 credits) | 6 |
| ETI 2942 | EPT Internship (3 credits) | 3 |
| EST 1822 | Introduction to Bio Fuels | 3 |
| EST 1860 | Introduction to Wind Energy | 3 |
| EST 1850 | Introduction to Hydro Power | 3 |
| EST 1802 | Introduction to Solar Energy | 3 |
| **Total Electives Credits** | | **6** |

**SELECT ONE CONCENTRATION TO COMPLETE DEGREE*:**

### INSTRUMENTATION AND CONTROL CONCENTRATION – SPECIALIZED COURSES:

| | | |
|---|---|---|
| CET 2123C | Microprocessors 1 | 3 |
| CET 2127C | Microprocessors 2 | 3 |
| EST 2700C | Fluid and Pneumatic Controls | 3 |
| EST 2530C | Process Control Technology | 3 |
| EET 2930 | Special Topics in Electrical Engineering | 3 |
| EST 2520 | Process Measurement Fundamentals | 3 |
| **Total Instrumentation and Control Concentration** | | **18** |
| **Total Program Credits** | | **68** |

**Mechanical and Electrical Maintenance Concentrations to be developed later.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=126**

# Industrial Management Technology AS 2224

**Program Web Site**

**www.palmbeachstate.edu/IndustrialManagement.xml**

**Program Description**

This degree program is designed for the student who seeks immediate employment in the operations management field upon graduation or who desires advancement and is presently employed in construction related industries or other technical fields.

Course content includes a core of business, human relations and managerial courses coupled with a technical core curriculum from a variety of technical areas including apprenticeship programs, automotive programs, cosmetology, machining, welding and other PSAV trade and industrial programs offered at Palm Beach State.

**Employment Opportunities**

Upon completion of this program, students may seek employment in a variety of supervisory and technical areas in the fields of automotive, cosmetology, machining, welding and other industrial fields requiring a broad knowledge of supervisory and operational managerial skills.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/Admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years if students attend full time or three years if they attend part time.

**Location**

The program is offered at the Lake Worth campus.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 | 3 |
| Any course from Mathematics - Area III | | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Social Science - Area V | | 3 |
| Any course from Humanities - Area II | | 3 |
| **Total Required General Education Credits** | | **15** |
| **MANAGEMENT CORE REQUIREMENTS** | | |
| CGS 1100 | Microcomputer Applications | 3 |
| ETI 1701 | Environmental Health and Safety | 3 |
| SBM 2000 | Small Business Management | 3 |
| MNA 2100 | Human Relations in Business | 3 |
| MNA 2345 | Principles of Supervision | 3 |
| **Total Required Management Core Credits** | | **15** |
| **TECHNICAL SKILL ARTICULATION CREDIT REQUIREMENTS** | | |
| **Complete one of the following Palm Beach State programs:** | | |
| ***Apprenticeship Program:** | | |
| Building Trades Apprenticeship (Journeyperson Status) | | 24 |
| **-OR-** | | |
| ***PSAV Program:** | | |
| Automotive Service Technology 1 PSAV 5463 and Automotive Service Technology 2 PSAV 5458 | | 24 |
| Cosmetology PSAV 5357 | | 24 |
| Diesel Technology 1 PSAV 5468 and Diesel Technology 2 PSAV 5457 | | 24 |
| Heating, Ventilation, Air Conditioning and Refrigeration PSAV 5267 | | 24 |
| Machining Technology PSAV 5459 | | 24 |
| Welding Technology PSAV 5460 | | 24 |
| **Total Required Technical Skill Articulation Credits** | | **24** |
| **ELECTIVES - 6 credits by Advisement** | | |
| APA 1111 | Bookkeeping | 3 |
| BUL 2241 | Business Law | 3 |
| GEB 1011 | Introduction to Business | 3 |
| MAR 2011 | Principles of Marketing | 3 |
| MAN 2021 | Principles of Management | 3 |
| **Total Required Elective Credits** | | **6** |
| **Total Program Credits** | | **60** |

**Accepted as Prior Learning Credit Course (number listed for each articulated program).*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=127**

# Sugar Technology AS 2243

**Program Web Site**

**www.palmbeachstate.edu/sugar.xml**

**Program Description**

This program prepares student for employment as vital members of the sugar cane industry. The program is taught in classroom and factory settings, allowing students to learn the principles and necessary skills to work in practical settings of sugar cane milling, processing, and refining.

The student will understand technical factory operations for sugar cane milling, processing, and refining. The student will be introduced to the concepts of quality assurance, control, and issues related to government and industry regulations and practices.

**Employment Opportunities**

Upon completion of this program, the student may seek employment in an entry-level position with essential knowledge for sugar cane milling and processing.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see **www.palmbeachstate.edu/Bachelor.xml**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State **(www.palmbeachstate.edu/Admissions.xml)**.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years if students attend full time or three years if they attend part time.

**Location**

This program is offered at the Belle Glade campus.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 | 3 |
| Any course from Area II – Humanities | | 3 |
| MAC 1105 | College Algebra * | 3 |
| STA 1021 | Probability and Statistics | 1 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Area V – Social Science | | 3 |
| PHY 1001 | Applied Physics * | 3 |
| CHM 1020 | Principles of Chemistry * | 3 |
| CHM 1020L | Principles of Chemistry Lab * | 1 |
| **Taken prior to enrolling in STI courses* | | |
| **Total Required General Education Credits** | | **23** |

| REQUIRED COURSES | | |
|---|---|---|
| AOM 1261 | Agriculture and Cane Farming | 2 |
| AOM 1262 | Sugar Cane Processing Overview and Engineering Practices | 2 |
| AOM 1263C | Cane Quality and Analysis; Factory Analytical Methods | 3 |
| AOM 1274C | Material Balance Calculations and Factory Control 1 | 3 |
| AOM 1265C | Cane Preparation, Milling and Diffusion 1 | 3 |
| AOM 1266C | Cane Preparation, Milling and Diffusion 2 | 3 |
| AOM 2267C | Clarification, Filtration and Evaporation 1 | 3 |
| AOM 2269C | Crystallization 1 | 3 |
| AOM 2270C | Crystallization 2; Centrifugation | 3 |
| AOM 2271 | Sugar and Molasses Quality, Handling, Storage and Shipping | 3 |
| AOM 2275 | Material Balance Calculations and FactoryControl 2 | 3 |
| AOM 2273 | Basics of Sugar Refining | 3 |
| AOM 2277 | Regulatory and Quality Control | 3 |
| **Total Program Credits** | | **60** |

** Taken prior to enrolling in STI courses*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=128**

# Sustainable Construction Management AS 2212

**Program Web Site**

**www.palmbeachstate.edu/ConstructionSustainable.xml**

**Program Description**

This degree program is designed for the student who seeks immediate employment in sustainable construction or is presently employed in construction related industries and seeks advancement.

Course content includes a core of business, human relations and managerial courses coupled with a technical core curriculum from a variety of technical areas including building construction, architectural drafting/design and sustainable construction applications.

**Employment Opportunities**

Upon completion of this program, students may seek employment in a variety of supervisory and technical areas in the fields of construction, architectural drafting/design and other building and construction related fields.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see **www.palmbeachstate.edu/Bachelor.xml**. In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see **www.palmbeachstate.edu/LearningOutcomes.xml**.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State (**www.palmbeachstate.edu/Admissions.xml**).

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length**

The program can be finished in two years if students attend full time or three years if they attend part time.

**Location**

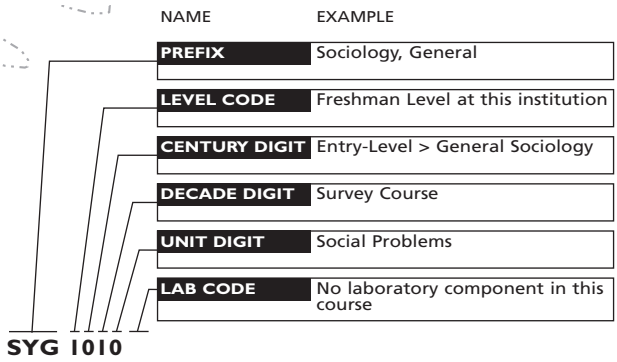
The program is offered at the Lake Worth campus.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|---|
| Unless otherwise specified, select courses from each General Education category. See pages 40-41. | | |
| ENC 1101 | College Composition 1 | 3 |
| Any course from Mathematics – Area III | | 3 |
| SPC 1017 | Fundamentals of Speech Communication | 3 |
| Any course from Social Science – Area V | | 3 |
| Any course from Humanities – Area II | | 3 |
| **Total Required General Education Credits** | | **15** |

| REQUIRED CREDIT CERTIFICATES - 24 credits | | |
|---|---|---|
| **Complete one of the following credit certificates:** | | |
| **DRAFTING FOR SUSTAINABLE CONSTRUCTION** CCC 6222 | | |
| BCN 1003 | Construction Calculations | 3 |
| ETD 1031C | Introduction to Construction Drawing | 3 |
| BCN 1040 | Sustainable Construction Basics | 3 |
| BCN 1210 | Building Construction Materials & Methods 1 | 3 |
| BCN 2253C | Architectural Drafting 1 | 3 |
| BCN 2259C | Architectural Drafting 2 | 3 |
| BCN 2080C | Architectural Drafting & Design 1 | 3 |
| BCN 2081C | Architectural Drafting & Design 2 | 3 |
| **-OR-** | | |
| **SUSTAINABLE BUILDING SPECIALIST** CCC 6223 | | |
| BCN 1003 | Construction Calculations | 3 |
| ETD 1031C | Introduction to Construction Drawing | 3 |
| BCN 1272 | Plans Interpretation | 3 |
| BCN 1040 | Sustainable Construction Basics | 3 |
| BCN 1210 | Building Construction Materials & Methods 1 | 3 |
| BCT 1770 | Construction Estimating | 3 |
| SUR 1101C | Basic Surveying and Mapping | 3 |
| ETI 1701 | Environmental Health and Safety | 3 |
| **Total Required Courses Through Credit Certificate** | | **24** |

| REQUIRED COURSES | | CREDITS |
|---|---|---|
| CGS 1100 | Microcomputer Applications | 3 |
| BCN 2220 | Building Construction Materials & Methods 2 | 3 |
| BCT 2730 | Construction Supervision Procedure | 3 |
| BCN 2793 | Project Management for Sustainable Construction | 3 |
| BCN 2598 | Sustainable Construction Application | 3 |
| BCT 1743 | Construction Law | 3 |
| BCT 1750 | Construction Finance | 3 |
| BCN 2941 | Building Construction Experience | |
| -or- | | |
| Any course with prefix BCN, BCT, ETD, ETI, IND or SUR not used for other requirements | | 4 |
| **Total Required Course Credits** | | **25** |
| **Total Program Credits** | | **64** |

## EXAMPLE OF COURSE IDENTIFIER




# Florida's Statewide Course Numbering System

All public two- and four-year colleges and universities in Florida and 26 participating private institutions assign course numbers using Florida's Statewide Course Numbering System (SCNS). This common course numbering system is used to assist in transferring course credit between participating colleges and universities. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at: **http://scns.fldoe.org**.

Each participating school controls the title, credit, content and level of each course they offer. The level is the first number in the course number. It generally tells the year or level at which this course is offered. (Ex. SYG 1010 is a freshman level course.) This number does not affect the transferability of a course. The course level numbers at Palm Beach State are as follows:

0* - college preparatory credit, vocational preparatory and post secondary adult vocational (PSAV) (These do not transfer.)

1 - freshman year

2 - sophomore year

3 – junior year

4 – senior year.

*Some EAP college preparatory courses are level "1" courses but do not transfer. These courses will be listed as "institutional credit" in the course descriptions.

## THE COURSE PREFIX

The course prefix is a three-letter grouping that stands for a major division of an academic discipline, subject area or sub-category of knowledge. (Ex. SYG stands for General Sociology). The prefix does not identify the department which offers a course. Instead, the course content determines the prefix given to a course.

The course identifier, the prefix and the last three numbers of the course numbers (Ex. SYG 1010) are assigned by members of faculty discipline committees appointed by the Florida Department of Education in Tallahassee. These committees are made up of a balance of faculty from two- and four-year, public and private, participating schools that offer this subject area or specialization.

SYG _010 is a survey course in social problems offered by 35 different two- and four-year colleges and universities in Florida. Each school uses "SYG _010" to identify its social problems survey course. The title may vary at each school and the level code may differ (see paragraph two under Florida's Statewide Course Numbering System). Palm Beach State offers SYG 1010, American Social Problems. The freshman level code number does not affect transferability. "SYG" means "Sociology, General," the century number "0" represents "Entry-level General Sociology," the decade number "1" represents "Survey Course," and the unit number "0" represents "Social Problems."

In science and other areas, some courses will have a "C" or "L" after the course number. The "C" stands for a combined lecture and lab course that meets in the same place at the same time. The "L" stands for a lab course or the lab part of a course with the same number, which meets at a different time or place.

## GENERAL RULE FOR EQUAL COURSES

Transfer of any successfully completed course from one school to another school is guaranteed in cases where the transfer course has the same course identifier (prefix and last three digits) as the one offered by the receiving school. Transferable courses have the same identifier and equal faculty credentials at the host school and the receiving school. For example, SYG 1010 is offered at Palm Beach State. The same course is offered at a participating four-year school as SYG 2010. A student who has successfully completed SYG 1010 at Palm Beach State is guaranteed transfer credit for SYG 2010 at any participating four-year school in Florida to

which the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equal to SYG 2010. With a few exceptions, transfer credit must be awarded for successfully completed equal courses. It must be used by the participating two- or four- year school to satisfy degree requirements in the same way it would be used for the same credits earned by students who attend the receiving school. Receiving schools have the prerogative of offering transfer credit for other successfully completed courses in addition to equal transfer courses.

NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

## EXCEPTIONS TO THE GENERAL RULE FOR EQUAL COURSES

The following courses are exceptions to the general rule for course equality and may not transfer. The transferability of these courses is decided by the receiving school:

A. Courses not offered by the receiving institution.

B. For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question.

C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.

D. College preparatory and vocational preparatory courses.

E. Graduate courses.

F. Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.

G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable.

College preparatory, vocational preparatory, and PSAV courses (level "0" or "1" courses - see second paragraph under Florida Statewide Course Numbering System) may not be used to meet A.A. degree requirements and cannot be transferred.

## AUTHORITY FOR ACCEPTANCE OF EQUAL COURSES

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

## COURSES AT NONREGIONALLY ACCREDITED INSTITUTIONS

The Statewide Course Numbering System makes available on its home page (**http://scns.fldoe.org**) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Kathleen A. Gamble, Academic Coordinator, Academic Services, gamblek@palmbeachstate.edu or (561) 868-3893 or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the Web at **http://scns.fldoe.org**.

# Course Prefixes by Subject Area

The following is a list of course prefixes, arranged by subject areas. Because some prefixes may apply to more than one subject area, there may be duplications. For current course offerings, consult the Palm Beach State College Schedule of Classes, available through the Registrar's Office at your location or the online class schedule at **www.palmbeachstate.edu/PantherWeb.xml**.

Accounting . . . . . ACG, APA, TAX
Acting . . . . . TPP
Aeronautics/Aviation Science . . . . . ASC, ATF, ATT, AVM
Air Conditioning & Refrigeration . . . . . ACR
American History . . . . . AMH
American Literature . . . . . AML
Anatomy and Physiology . . . . . BSC
Anthropology . . . . . ANT
Applied Welding Technology . . . . . PMT
Architectural Design . . . . . ARC
Art. . . . . ART
Art History . . . . . ARH
Astronomy . . . . . AST
Automotive Services . . . . . AER, ARR
Banking . . . . . BAN
Biological Sciences . . . . . BOT, BSC, MCB, OCE, PCB
Biotechnology . . . . . BSC
Bookkeeping . . . . . APA
Botany . . . . . BOT
Bricklayer . . . . . BCA
Building Construction . . . . . BCA, BCN, BCT, ETC, PTA
Business . . . . . GEB, SBM
Business Administration . . . . . GEB, MAN, MAR
Business Law . . . . . BUL
Carpentry . . . . . BCA
Chemistry . . . . . CHM
Child Care and Development . . . . . CHD, DEP, EEC, HEV
College Preparatory Courses . . . . . EAP, ENC, ESL, MAT, REA
Commercial Art . . . . . ART, GRA
Computers-Drafting . . . . . ETD
Computers-Engineering,PC Support, Programming, Security, and Technology . . . . . CEN, CET, CGS, CIS, CNT, COP, CTS
Computers-General Studies . . . . . CGS
Communications . . . . . ENC, SPC
Cosmetology . . . . . COS, CSP
Creative Writing . . . . . CRW
Crime Scene Technology . . . . . CJB
Criminal Justice . . . . . CCJ, CJD, CJE, CJJ, CJL, CJT, CJK
Criminal Psychology . . . . . CCJ
Dental Assisting . . . . . DEA
Dental Hygiene . . . . . DEH, DES
Diesel Technology . . . . . DIM
Drafting and Construction . . . . . ETD, ETI
Earth Science . . . . . ESC
Early Childhood Education . . . . . EEC
Ecology . . . . . PCB
Economics . . . . . ECO, ECS
Education . . . . . EEC, EDF, EDG, EDP, EME, LIN
Educational Assisting . . . . . EDF, EDG, EDP, EME
Electrical Power Technology . . . . . CET, EET, EST, ETI, ETM
Electronics Engineering and Technology . . . . . EET, EEV
Emergency Management . . . . . FFP
Emergency Medical Services . . . . . EMS
Emergency Medical Technician . . . . . EMS
Engineering Technology . . . . . EGN, ETD, ETI
English as a Second Language . . . . . EAP, ESL, LIN
English Language/ Literature . . . . . AML, CRW, ENC, ENL, LIN, LIT
Environmental Science . . . . . BSC, EVR, EVS, GLY, PCB
Epidemiology. . . . . HSC
Facial Specialist . . . . . COS, CSP
Film, Television, and Motion Picture Technology . . . FIL, RTV
Finance . . . . . FIN
Fire Fighter and Fire Science . . . . . FFP
Fire Sprinkler . . . . . BCA
Food Science . . . . . FOS, FSS
Foreign Language . . . . . FRE, GER, SPN
French Language . . . . . FRE
General Management . . . . . GEB, MAN, MAR
Geography . . . . . GEA
Geology . . . . . GLY
German Language . . . . . GER
Gerontology . . . . . GEY
Government . . . . . CPO, POS
Graphic Arts/Graphic Design . . . . . GRA
Health Management . . . . . GEB, HSA, HSC, MAN
Health Education, Safety and Sciences . . . . . HSA, HSC
Health Information Management. . . . . HIM, HSA, HSC
Heating, Ventilation, Air Conditioning and Refrigeration . . . . . ACR
Heavy Duty Truck/Bus Mechanics . . . . . DIM
History . . . . . AMH, WOH
Horticulture . . . . . BOT, GCO, HOS, IPM, LDE, ORH PLS, PMA, SOS, VEC
Hospitality and Tourism . . . . . HFT
Human Services . . . . . HUS
Humanities . . AML, ARH, ENL, LIT, MUH, MUL, MUT, THE
Industrial Management . . . . . ETD, ETI
Information Management. . . CEN, CGS, CIS, CNT, COP, CTS
Insurance, Annuities and General Lines . . . . . RMI
Interdisciplinary, Honors . . . . . IDH
Interior Design . . . . . IND
International Studies . . . . . INR
Internet Services . . . . . CEN, CGS, CIS, CNT, COP
Iron Worker . . . . . PTA
Journalism . . . . . JOU
Landscape and Horticulture . . . . . .BOT, GCO, HOS, IPM LDE, ORH, PLS, PMA, SOS, VEC
Library Science (Research) . . . . . LIS
Linguistics . . . . . LIN
Literature . . . . . AML, ENL, LIT
Machining Technology . . . . . PMT
Magnetic Resonance Imaging, Tomography . . . . . SON
Management . . . . . MAN, MNA, SBM
Manufacturing, Robotic/Automated . . . . . ETI
Marketing . . . . . MAR, MKA
Mass Communications . . . . . MMC
Massage Therapy . . . . . MSS
Mathematics . . . . . MAC, MAP, MAS, MAT, MGF MTB, MTG, STA

Medical Assisting, Coder/Biller
and Transcription . . . . . HIM, MEA, MRE, MTS, OST, OTA
Music-Applied . . MVB, MVJ, MVK, MVP, MVS, MVV, MVW
Music-General . . . . . MUC, MUH, MUL, MUN, MUS, MUT
Nail Specialist . . . . . COS, CSP
Natural Science . . . . AST, BOT, BSC, CHM, ESC, GLY, HUN
MCB, OCE, PHY, PSC, ZOO
Networking . . . . . CEN, CGS, CIS, CNT, COP, CTS
Nursing . . . . . NUR
Nutrition . . . . . HUN
Oceanography . . . . . OCE
Office Administration . . . . . OCA, OFT, OST, OTA
Paralegal . . . . . PLA
Paramedic . . . . . EMS
Patient Care Assistant . . . . . HCP
Pest Management . . . . . IPM
Philosophy . . . . . PHI
Photography . . . . . PGY
Physical Education and Fitness . . . . . HLP, PEO, PEP, PET
Physical Science . . . . . AST, ESC, GLY, PSC
Physics . . . . . PHY
Plumbing . . . . . BCA
Political Science . . . . . POS
Practical Nursing . . . . . PRN
Professional Pilot Technology . . . . . ASC, ATF, ATT, AVM
Psychology . . . . . CLP, DEP, PSY, SOP
Public Relations . . . . . PUR
Public Safety Management . . . . . DSC, GEB, MAN, PAD
Radiography . . . . . RTE
Reading (College Preparatory) . . . . . .REA
Real Estate . . . . . REE
Religion . . . . . REL
Respiratory Care . . . . . RET
Roofing . . . . . .BCA
Sheet Metal . . . . . .PTA
Social Science . . . . . AMH, ANT, ECO, GEA, POS, PSY, SYG
Social Work . . . . . HUS
Sociology . . . . . SYG
Sonography . . . . . SON
Spanish Language . . . . . SPN
Speech Communications . . . . . SPC
Statistics . . . . . STA
Student Life Skills . . . . . SLS
Sugar Technology . . . . . AOM
Supervision and Management . . . . . BUL, DSC, FIN, GEB
HSA, HSC, ISM, MAN, MAR, PAD
Surgical Technology . . . . . STS
Surveying, Land . . . . . SUR
Sustainable Building Construction BCN, BCT, ETD, ETI, SUR
Taxes . . . . . TAX
Teacher Certification Program . . . . . .. EPI
Television . . . . . .. RTV
Theater Arts . . . . . .THE, TPA, TPP
Vocational Preparatory . . . . . VPI
Water/Waste Water Management . . . . . EVS
Web Development & Design . . . .CEN, CGS, CIS, CNT, COP
Word Processing . . . . . OST
World History . . . . . WOH
Youth Development . . . . . HUS
Zoology . . . . . ZOO

# Introduction to Course Listings

The course list for the Palm Beach State 2010-2011 Catalog is in alphabetical order by course prefix. The course list contain the full title of the course, initials of the degree/certificate to which the course may be applied and the number of credits/clock hours earned upon successful completion of the course. This information is followed by the necessary prerequisites and corequisites for the course.

New or revised courses may have incomplete course number information at the time of this printing. For new courses, the proposed prefix followed by "0, 1, 2, 3 or 4 XXX" will be used for the course number, with the proposed number in parenthesis. (ex. ENC 1XXX (ENC 1222))

Courses that are Gordon Rule and/or General Education courses will have a (*) at the end of the course listing to remind students that they may need to complete placement testing and remediation before taking these courses. These courses do not count toward Gordon Rule and General Education unless they are completed with a "C" or higher.

Please check the online listing of courses at **www.palmbeachstate.edu/CourseDescriptions.xml** for full course descriptions and up-to-date course number information. To see the full course outline and General Education/Course Learning Outcomes for a course, go to **www.palmbeachstate.edu/CourseOutlines.xml**. You also can contact the Palm Beach State campus Registrar's Office.

When considering enrollment in courses offered at Palm Beach State, students in Associate in Applied Science, Associate in Science or College Credit Certificate programs should refer to the program descriptions in this catalog for the list of required and elective courses in their program. For suggested course completion order, consult the program contact listed at **www.palmbeachstate.edu/asp/contacts.asp?year_id=9** to obtain the most recent course configuration. Associate in Arts students should remember that transferability of a course to a four-year institution may be based on completion of the associate degree. For more information on course transferability, contact a Palm Beach State academic advisor, an academic advisor at the targeted four-year school, **www.facts.org**, or **www.palmbeachstate.edu/transfer.xml** to obtain information updates on degree requirements before enrolling in courses.

## BACCALAUREATE LEVEL COURSES

**BUL 3130** **Legal and Ethical Environment of Business** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**DSC 3079** **Foundations of Public Safety** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**DSC 4034** **Security & Emergency Communications** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**DSC 4710** **Capstone: Public Safety Management** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: MAN4120*

**FIN 3400** **Principles of Financial Management** (BAS)
*3 credits (3 lecture hours)*
*Prerequisites: Admission to the BAS Supervision and Management program or consent of the department; One of the following: BUL3130, MAN3025, MAN3301 or MAN3240*

**GEB 3213** **Business Writing** (BAS)
*3 credits (3 lecture hours)*
*Prerequisites: Admission to the BAS Supervision and Management program or consent of the department; ENC1102 or ENC1122, and one of the following: BUL3130, MAN3025, MAN3301 or MAN3240*

**GEB 3375** **Foundations of International Business** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**GEB 4113** **Entrepreneurship** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**GEB 4891** **Strategic Management & Decision Making** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**GEB 4935** **Capstone: General Management** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: MAN4120*

**HSA 3110** **Healthcare Organization & Management** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**HSA 3160** **Health Care Marketing** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**HSA 4109** **Principles of Managed Care** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**HSA 4421** **Legal Aspects & Legislation in Healthcare** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: BUL3130*

**HSA 4553** **Ethics in Health Care** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**HSA 4938** **Capstone: Health Management** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: MAN4120*

**ISM 4011** **Management Information Systems** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department; One of the following: BUL3130, MAN3025, MAN3301 or MAN3240*

**MAN 3025** **Administrative Management** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**MAN 3240** **Organizational Theory and Management** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: MAN3025*

**MAN 3301** **Human Resources Management** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**MAN 4120** **Leadership Challenges and Supervision** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: One of the following: BUL3130, MAN3025, MAN3301 or MAN3240*

**MAN 4162** **Customer Relations for Business** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**MAN 4401** **Labor Relations Management** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: MAN3301*

**MAN 4504** **Operational Decision Making** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**MAR 4802** **Marketing for Managers** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**PAD 4393** **Critical Incident Management** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**PAD 4426** **Public Sector Labor Relations** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**PAD 4442** **Public Safety Community Relations** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

**PAD 4604** **Regulatory Policy Administrative Law for the Public Sector** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the BAS Supervision and Management program or consent of the department*

## ASSOCIATE AND PSAV LEVEL COURSES

**ACG 2022** **Financial Accounting** (AA)
*4 credits (4 lecture hours)*

**ACG 2071** **Managerial Accounting** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ACG 2022*

**ACG 2100** **Intermediate Accounting** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: ACG 2071*

**ACG 2360** **Cost Accounting** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: ACG 2071*

**ACG 2450** **Microcomputer Operations Accounting** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: ACG2022 or (MTB1103 and APA1111) and CGS1100*

**ACR 0066** **Technical Engineering of HVAC/R Systems** (PSAV)
*120 clock hours*
*Corequisites: ACR0710 (or ACR0963), VPI0100, VPI0200, VPI0300*

**ACR 0307** **Electronics and Refrigeration Systems** (PSAV)
*120 clock hours*
*Corequisites: ACR0706, VPI0100, VPI0200, VPI0300*

**ACR 0430** **Indoor Air Quality for Air Conditioning** (PSAV)
*120 clock hours*
*Corequisites: ACR0622, VPI0100, VPI0200, VPI0300*

**ACR 0501** **Introduction to HVAC/R Principles** (PSAV)
*120 clock hours*
*Corequisites: VPI0100, VPI0200, VPI0300*

**ACR 0510** **HVAC/R Tools and Component Fabrication** (PSAV)
*120 clock hours*
*Corequisites: ACR0501, VPI0100, VPI0200, VPI0300*

**ACR 0530** **Electricity for HVAC/R** (PSAV)
*120 clock hours*
*Corequisites: ACR0510, VPI0100, VPI0200, VPI0300*

**ACR 0622** **Heating Service and System Trouble Shooting** (PSAV)
*120 clock hours*
*Corequisites: ACR0307, VPI0100, VPI0200, VPI0300*

**ACR 0706** **Introduction to HVAC/R System Installations** (PSAV)
*120 clock hours*
*Corequisites: ACR0530, VPI0100, VPI0200, VPI0300*

**ACR 0710** **Commercial HVAC/R Mechanical Components** (PSAV)
*120 clock hours*
*Corequisites: ACR0816, VPI0100, VPI0200, VPI0300*

**ACR 0816** **Installation and Repair of HVAC/R Systems** (PSAV)
*120 clock hours*
*Corequisites: ACR0430, VPI0100, VPI0200, VPI0300*

**ACR 0930R** **Air Conditioning and Refrigeration Apprenticeship Co-op (First Year)** (PSAV)
*475 clock hours*

**ACR 0931R** **Air Conditioning and Refrigeration Apprenticeship Co-op (First Year-Summer)** (PSAV)
*350 clock hours*

**ACR 0932R** **Air Conditioning and Refrigeration Apprenticeship Co-op (Second Year)** (PSAV)
*475 clock hours*

**ACR 0933R** **Air Conditioning and Refrigeration Apprenticeship Co-op (Second Year-Summer)**(PSAV)
*350 clock hours*

**ACR 0934R** **Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year)** (PSAV)
*475 clock hours*

**ACR 0935R** **Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year-Summer)** (PSAV)
*350 clock hours*

**ACR 0936R** **Air Conditioning and Refrigeration Apprenticeship Co-op (Fourth Year)** (PSAV)
*475 clock hours*

**ACR 0937R** **Air Conditioning and Refrigeration Apprenticeship Co-op (Fourth Year-Summer)** (PSAV)
*350 clock hours*

**ACR 0940** **Air Conditioning and Refrigeration Apprenticeship 1** (PSAV)
*72 clock hours*

**ACR 0941** **Air Conditioning and Refrigeration Apprenticeship 2** (PSAV)
*72 clock hours*

**ACR 0942** **Air Conditioning and Refrigeration Apprenticeship 3** (PSAV)
*72 clock hours*

**ACR 0943** **Air Conditioning and Refrigeration Apprenticeship 4** (PSAV)
*72 clock hours*

**ACR 0944** **Air Conditioning and Refrigeration Apprenticeship 5** (PSAV)
*72 clock hours*

**ACR 0945** **Air Conditioning and Refrigeration Apprenticeship 6** (PSAV)
*72 clock hours*

**ACR 0946** **Air Conditioning and Refrigeration Apprenticeship 7** (PSAV)
*72 clock hours*

**ACR 0947** **Air Conditioning and Refrigeration Apprenticeship 8** (PSAV)
*72 clock hours*

**ACR 0961** **HVAC/R Field Work Experience 1** (PSAV)
*75 clock hours*
*Corequisites: ACR0066 (or ACR0964), VPI0100, VPI0200, VPI0300*

**ACR 0962** **HVAC/R Field Work Experience 2** (PSAV)
*75 clock hours*
*Corequisites: ACR0961, VPI0100, VPI0200, VPI0300*

**ACR 0963** **Field Work in HVAC/R 3** (PSAV)
*120 clock hours*
*Corequisites: ACR0816, VPI0100, VPI0200, VPI0300*

**ACR 0964** **Field Work in HVAC/R 4** (PSAV)
*120 clock hours*
*Corequisites: ACR0710 or ACR0963, VPI0100, VPI0200, VPI0300*

**AER 0006** **Introduction to Automotive Services** (PSAV)
*150 clock hours*
*Corequisites: VPI0100, VPI0200, VPI0300*

**AER 0033** **Applied Academics for Automotive Technicians** (PSAV)
*75 clock hours*
*Prerequisite: AER0692; Corequisites: VPI0100, VPI0200, VPI0300*

**AER 0080** **Workplace Skills for Automotive Technicians** (PSAV)
*75 clock hours*
*Prerequisite: AER0692; Corequisites: VPI0100, VPI0200, VPI0300*

**AER 0199** **Automotive Engine Repair** (PSAV)
*150 clock hours*
*Corequisites: AER0692, VPI0100, VPI0200, VPI0300*

**AER 0299** **Automotive Automatic Transmissions and Transaxles** (PSAV)
*150 clock hours*
*Prerequisite: AER0080 or AER0940; Corequisites: VPI0100, VPI0200, VPI0300*

**AER 0399** **Automotive Manual Transmissions and Transaxles** (PSAV)
*150 clock hours*
*Prerequisite: AER0080 or AER0940; Corequisites: VPI0100, VPI0200, VPI0300*

**AER 0499** **Automotive Steering And Suspension** (PSAV)
*150 clock hours*
*Corequisites: AER0692, VPI0100, VPI0200, VPI0300*

**AER 0599** **Automotive Brake Systems** (PSAV)
*150 clock hours*
*Corequisites: AER0691, VPI0100, VPI0200, VPI0300*

**AER 0691** **Automotive Electrical and Electronic Systems 1** (PSAV)
*150 clock hours*
*Corequisites: AER0006, VPI0100, VPI0200, VPI0300*

**AER 0692** **Automotive Electrical and Electronic Systems 2** (PSAV)
*150 clock hours*
*Prerequisite: AER0599; Corequisites: VPI0100, VPI0200, VPI0300*

**AER 0759** **Automotive Heating And Air Conditioning** (PSAV)
*150 clock hours*
*Prerequisite: AER0080 or AER0940; Corequisites: VPI0100, VPI0200, VPI0300*

**AER 0891** **Automotive Engine Performance 1** (PSAV)
*150 clock hours*
*Prerequisite: AER0080 or AER0940; Corequisites: VPI0100, VPI0200, VPI0300*

**AER 0892** **Automotive Engine Performance 2** (PSAV)
*150 clock hours*
*Corequisites: AER0891, VPI0100, VPI0200, VPI0300*

**AER 0940** **Automotive Services Field Work Experience** (PSAV)
*75 clock hours*
*Prerequisites: Instructor permission required; AER0692; Corequisites: VPI0100, VPI0200, VPI0300*

**AMH 2010** **United States History To 1865** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart) before enrolling in this General Education course.(*)*

**AMH 2010** **Honors United States History to 1865** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College (*)*

**AMH 2020** **United States History from 1865 to Present** (AA)
*3 credits (3 lecture hours)(*)*

**AMH 2020** **Honors United States History from 1865 to Present** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College (*)*

**AMH 2091** **African-American History** (AA)
*3 credits (3 lecture hours)*

**AML 2010** **American Literature to 1865** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC 1101 or ENC 1121 (*)*

**AML 2010** **Honors American Literature to 1865** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC 1101 or ENC 1121 and admission to the Honors College (*)*

**AML 2020** **American Literature After 1865** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC 1101 or ENC 1121(*)*

**AML 2020** **Honors American Literature after 1865** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC 1101 or ENC 1121 and admission to Honors College(*)*

**AML 2600** **African American Literature** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC1101 or ENC1121 (*)*

**AML 2600** **Honors African American Literature** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)*

**AML 2631** **Hispanic American Literature** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC1101 or ENC 1121 (*)*

**AML 2660** **Jewish American Literature** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: A grade of C or above in ENC1101 or its equivalent*

**AMT 1933** **Airframe and Power Plant Certification** (AS)
*24 credits (24 lecture hours)*
*Prerequisite: Verification of Airframe and Power Plant Certification*

**ANT 2000** **Anthropology** (AA)
*3 credits (3 lecture hours) (*)*

**AOM 1261** **Agriculture and Cane Farming** (AS)
*2 credits (2 lecture hours)*
*Prerequisites: "C" or above in CHM1020, CHM1020L, MAC1105 and PHY1001*

**AOM 1262** **Sugar Cane Processing Overview and Engineering Practices** (AS)
*2 credits (2 lecture hours)*
*Prerequisite: AOM1261*

**AOM 1263C** **Cane Quality and Analysis; Factory Analytical Methods** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: AOM1262*

**AOM 1265C** **Cane Preparation, Milling and Diffusion - 1** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: AOM1274C*

**AOM 1266C** **Cane Preparation, Milling and Diffusion - 2** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: AOM1265C*

**AOM 1274C** **Material Balance Calculations and Factory Control - 1** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: AOM1263C*

**AOM 2267C** **Clarification, Filtration and Evaporation - 1** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: AOM1266C*

**AOM 2269C** **Crystallization - 1** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: AOM2268C*

**AOM 2270C** **Crystallization - 2; Centrifugation** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: AOM2269C*

**AOM 2271** **Sugar and Molasses Quality, Handling, Storage and Shipping** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: AOM2270C*

**AOM 2273** **Basics of Sugar Refining** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: AOM2275*

**AOM 2275** **Material Balance Calculations and Factory Control - 2** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: AOM2271*

**AOM 2277** **Regulatory and Quality Control** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: AOM2273*

**APA 1111** **Bookkeeping** (AS)
*3 credits (3 lecture hours)*

**APA 2172** **Computerized Bookkeeping** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: CGS1100 and (APA1111 or ACG2022)*

**ARC 1131C** **Architecture Graphics 1** (AA)
*2 credits (1 lecture hour, 2 lab hours)*

**ARC 1132C** **Architecture Graphics 2** (AA)
*2 credits (1 lecture hour, 2 lab hours)*

**ARC 1301C** **Architectural Design 1** (AA)
*4 credits (3 lecture hours, 2 lab hours)*
*Corequisite: ARC1701*

**ARC 1302C** **Architectural Design 2** (AA)
*4 credits (3 lecture hours, 2 lab hours)*
*Prerequisite: ARC 1301C, ARC 1701*
*Corequisite: ARC2201*

**ARC 1701** **History of Architecture** (AA)
*3 credits (3 lecture hours)*

**ARC 1702** **Architectural History II** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ARC1701*

**ARC 2201** **Theory of Architecture** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ARC 1301C; Corequisite: ARC 1302C*

**ARC 2303C** **Architectural Design III** (AA)
*4 credits (3 lecture hours, 2 lab hours)*
*Prerequisites: ARC1302C, ARC2201(or ARC2212)*
*Corequisite: ARC 2461*

**ARC 2304C** **Architectural Design IV** (AA)
*4 credits (3 lecture hours, 2 lab hours)*
*Prerequisites: ARC2303C and ARC2461*
*Corequisite: ARC2501*

**ARC 2461** **Materials and Methods of Construction I** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ARC 2302*

**ARC 2501** **Structures** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: MAC 2233*

**ARH 1000** **Art Appreciation** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) (*)*

**ARH 1000** **Honors Art Appreciation** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College (*)*

**ARH 1955** **History and Appreciation of Art 1** (AA)
*3 credits (3 lecture hours)*

**ARH 2050** **Art History I** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course. (*)*

**ARH 2050** **Honors Art History I** (AA)
*3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)*

**ARH 2051** **Art History II** (AA)
*3 credits (3 lecture hours) (*)*

**ARH 2051** **Honors Art History II** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College (*)*

**ART 1201C** **Design Fundamentals** (AA)
*3 credits (2 lecture hours, 2 lab hours)*

**ART 1203C** **Three-Dimensional Design** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: ART 1201C and ART 1300C*

**ART 1205C** **Color Design** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: ART 1201C and ART 1300C*

**ART 1300C** **Drawing I** (AA)
*3 credits (2 lecture hours, 2 lab hours)*

**ART 1301C** **Drawing 2** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: ART 1201C and ART 1300C*

**ART 1750C** **Ceramics I** (AA)
*3 credits (2 lecture hours, 2 lab hours)*

**ART 1751C** **Ceramics II** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: ART1750C*

**ART 2330C** **Life Drawing** (AA)
*3 credits (2 lecture hours, 2 lab hours)*

**ART 2500C** **Painting I** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: ART1201C and ART1300C*

**ART 2501C** **Painting II** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: ART 2500C*

**ART 2502C** **Figure Painting** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: ART2330C*

**ART 2600C** **Digital Imagery for the Fine Artist** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: ART 1201C*

**ASC 1101** **Aero-Navigation** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: ATT 1100*

**ASC 1210** **Aero-Meteorology** (AS)
*3 credits (3 lecture hours)*

**ASC 1310** **Aero-Safety and Regulations** (AS)
*3 credits (3 lecture hours)*

**ASC 1640** **Propulsion Systems** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: MAC1105, PHY1001*

**ASC 2550** **Aerodynamics** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: ATT 1100*

**AST 1002** **Descriptive Astronomy** (AA)
*3 credits (3 lecture hours) (*)*

**AST 1002L** **Descriptive Astronomy Laboratory** (AA)
*1 credit (2 lab hours)*
*Corequisite: AST1002 (*)*

**AST 1003** **Planetary Astronomy** (AA)
*3 credits (3 lecture hours)(*)*

**AST 1004** **Stellar and Galactic Astronomy** (AA)
*3 credits (3 lecture hours) (*)*

**ATF 1100** **Private Pilot Flight I** (AS)
*2 credits (2 lecture hours)*
*Prerequisite: FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines); Corequisite: ATT1100*

**ATF 1101** **Private Pilot Flight 2** (AS)
*1 credit (1 lecture hour)*
*Prerequisite: ATF1100; FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)*

**ATF 1105** **Intermediate Flight Lab Helicopter** (AS)
*1 credit (2 lab hours)*
*Prerequisite: ATF1140*

**ATF 1120** **Private Pilot Flight 3** (AS)
*1 credit (1 lecture hour)*
*Prerequisite: ATF1100; FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)*

**ATF 1140** **Flight - Private Helicopter** (AS)
*4 credits (4 lecture hours)*
*Corequisite: ATT1100*

**ATF 1150 A** **Flight Lab I** (AS)
*.2 credits (.6 lab hours)*
*Prerequisites: FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)*

**ATF 1150 B** **Flight Lab I** (AS)
*.2 credits (.6 lab hours)*
*Prerequisites: FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)*

**ATF 1150 C** **Flight Lab I** (AS)
*.2 credits (.6 lab hours)*
*Prerequisites: FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)*

**ATF 1150 D** **Flight Lab I** (AS)
*.2 credits (.6 lab hours)*
*Prerequisites: FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)*

**ATF 1150 E** **Flight Lab I** (AS)
*2 credits (.6 lab hours)*
*Prerequisites: FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)*

**ATF 1602** **Flight Simulator** (AS)
*3 credits (3 lab hours)*

**ATF 2200** **Commercial Pilot Flight I** (AS)
*1 credit (1 lecture hour)*
*Prerequisite: ATF2304 (or FAA Private Pilot's License with Instrument Rating verified by program manager) and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical required to fly for the airlines); Corequisite: ATT2110*

**ATF 2210** **Commercial Pilot Flight 2** (AS)
*1 credit (1 lecture hour)*
*Prerequisites: ATF2200, FAA Private Pilot's License with Instrument Rating, and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)*

**ATF 2240** **Advanced Flight Lab Helicopter** (AS)
*1 credit (1 lab hour)Prerequisite: ATF1105*

**ATF 2241** **Flight - Commercial Helicopter** (AS)
*2 credits (2 lecture hours)*
*Prerequisite: ATF2340; Corequisite: ATT2110*

**ATF 2250 A** **Flight Lab 2** (AS)
*.5 credits (1 lab hour)*
*Prerequisite: ATF1150 A-E, FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)*

**ATF 2250 B** **Flight Lab 2** (AS)
*.5 credits (1 lab hour)*
*Prerequisites: ATF1150 A-E, FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)*

**ATF 2300** **Instrument Rating Flight 1** (AS)
*1 credit (1 lecture hour)*
*Prerequisites: ATF1120 (or FAA Private Pilot License verified by program manager) and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical required to fly for the airlines); Corequisites: ATF1602, ATT2120*

**ATF 2302** **Instrument Rating Flight 2** (AS)
*1 credit (1 lecture hour)*
*Prerequisite: ATF2300*

**ATF 2304** **Instrument Rating Flight 3** (AS)
*1 credit (1 lecture hour)*
*Prerequisite: ATF2300*

**ATF 2340** **Flight - Instrument Helicopter** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: ATF1140, ATF1602*
*Corequisites: ATT2120*

**ATF 2400** **Multi-Engine Flight** (AS)
*1 credit (1 lab hour)Prerequisite: ATF2200 or Commercial Pilots License and equivalent experience*

**ATF 2500** **Flight Instructor (Initial CFI) Flight** (AS)
*2 credits (2 lab hours)*
*Prerequisites: ATF2210 (or FAA Commercial Pilot License verified by program manager) and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical required to fly for the airlines); Corequisite: ATT2131*

**ATF 2510** **Flight Instructor Multi-Engine (MEI) Flight** (AS)
*1 credit (1 lab hour)Prerequisites: ATF2500, FAA Commercial Pilot License, and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines); Corequisite: ATT2131*

**ATF 2530** **Flight Instructor Instrument (CFI-I) Flight** (AS)
*1 credit (1 lab hour)Prerequisites: ATF2500, FAA Commercial Pilot License, and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines); Corequisite: ATT2131*

**ATF 2540** **Certified Flight Instructor Helicopter** (AS)
*1 credit (2 lab hours)*
*Prerequisite: ATF2241; Corequisite: ATT2131*

**ATF 2541** **Certified Flight Instructor Instrument Helicopter** (AS)
*1 credit (1 lab hour)Prerequisite: ATF2540*

**ATF 2691 A** **Instrument Refresher Simulator Laboratory** (AS)
*2 credits (1 lab hours)*

**ATF 2691 B** **Instrument Refresher Simulator Laboratory** (AS)
*2 credits (1 lab hours)*

**ATF 2691 C** **Instrument Refresher Simulator Laboratory** (AS)
*2 credits (1 lab hours)*

**ATF 2691 D** **Instrument Refresher Simulator Laboratory** (AS)
*2 credits (1 lab hours)*

**ATF 2691 E** **Instrument Refresher Simulator Laboratory** (AS)
*2 credits (1 lab hours)*

**ATT 1100** **Private Pilot Ground School** (AS)
*3 credits (3 lecture hours)*

**ATT 2110** **Commercial Pilot Ground School** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: ATT 1100*

**ATT 2120** **Instrument Ground School** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: ATT1100*

**ATT 2131** **Flight Instructor Ground School** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: ATT2110*

**AVM 2010** **Aerospace and Air Travel** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: ATT 1100 or approval of instructor*

**BAN 1004** **Principles Of Banking** (AS)
*3 credits (3 lecture hours)*

**BAN 2511** **Marketing For Bankers** (AS)
*3 credits (3 lecture hours)*

**BAN 2800** **Law And Banking: Principles** (AS)
*3 credits (3 lecture hours)*

**BCA 0101** **Bricklayer Apprenticeship 1** (PSAV)
*72 clock hours*

**BCA 0102** **Bricklayer Apprenticeship 2** (PSAV)
*72 clock hours*

**BCA 0103** **Bricklayer Apprenticeship 3** (PSAV)
*72 clock hours*

**BCA 0104** **Bricklayer Apprenticeship 4** (PSAV)
*72 clock hours*

**BCA 0105** **Bricklayer Apprenticeship 5** (PSAV)
*72 clock hours*

**BCA 0106** **Bricklayer Apprenticeship 6** (PSAV)
*72 clock hours*

**BCA 0111R** **Bricklayer Apprenticeship Co-op I (First Year)** (PSAV)
*475 clock hours*

**BCA 0112R** **Bricklayer Apprenticeship Co-op II (First Year - Summer)** (PSAV)
*350 clock hours*

**BCA 0113R** **Bricklayer Apprenticeship Co-op III (Second Year)** (PSAV)
*475 clock hours*

**BCA 0114R** **Bricklayer Apprenticeship Co-op IV (Second Year - Summer)** (PSAV)
*350 clock hours*

**BCA 0115R** **Bricklayer Apprenticeship Co-op V (Third Year)** (PSAV)
*475 clock hours*

**BCA 0116R** **Bricklayer Apprenticeship Co-op VI (Third Year - Summer)** (PSAV)
*350 clock hours*

**BCA 0271** **Roofing Apprenticeship 1** (PSAV)
*72 clock hours*

**BCA 0272** **Roofing Apprenticeship 2** (PSAV)
*72 clock hours*

**BCA 0273** **Roofing Apprenticeship 3** (PSAV)
*72 clock hours*

**BCA 0274** **Roofing Apprenticeship 4** (PSAV)
*72 clock hours*

**BCA 0280R** **Roofing Apprenticeship Co-op 1** (PSAV)
*475 clock hours*

**BCA 0281R** **Roofing Apprenticeship Co-op 2 (1st Year Summer Semester)** (PSAV)
*350 clock hours*

**BCA 0282R** **Roofing Apprenticeship Co-op 3 (2nd Year, First Semester)** (PSAV)
*475 clock hours*

**BCA 0283R** **Roofing Apprenticeship Co-op 4 (2nd Year, Summer Semester)** (PSAV)
*350 clock hours*

**BCA 0340** **Electrical Apprenticeship IX** (PSAV)
*72 clock hours*

**BCA 0341** **Electrical Apprenticeship X** (PSAV)
*72 clock hours*

**BCA 0345R** **Electrical Apprenticeship Co-op IX** (PSAV)
*475 clock hours*

**BCA 0346R** **Electrical Apprenticeship Co-op X** (PSAV)
*350 clock hours*

**BCA 0350** **Apprenticeship in Residential Wiring I (First Year - First Course)** (PSAV)
*72 clock hours*

**BCA 0351** **Apprenticeship in Residential Wiring II (First Year - Second Course** (PSAV)
*72 clock hours*

**BCA 0352** **Apprenticeship in Residential Wiring III (Second Year - Second Course )** (PSAV)
*72 clock hours*

**BCA 0353** **Apprenticeship in Electrical Wiring IV (Second Year - Second Course)** (PSAV)
*72 clock hours*

**BCA 0354** **Apprenticeship in Electrical Wiring V (Third Year - First Course)** (PSAV)
*72 clock hours*

**BCA 0355** **Apprenticeship in Electrical Wiring VI (Third Year - Second Course)** (PSAV)
*72 clock hours*

**BCA 0356** **Apprenticeship in Electrical Wiring VII** (PSAV)
*72 clock hours*

**BCA 0357** **Apprenticeship in Electrical Wiring VIII (Fourth Year-Second Course)** (PSAV)
*72 clock hours*

**BCA 0358R** **Electrical Apprenticeship Co-op I** (PSAV)
*475 clock hours*

**BCA 0359R** **Electrical Apprenticeship Co-op II** (PSAV)
*350 clock hours*

**BCA 0361R** **Electrical Apprenticeship Co-op III** (PSAV)
*475 clock hours*

**BCA 0362R** **Electrical Apprenticeship Co-op IV** (PSAV)
*350 clock hours*

**BCA 0364R** **Electrical Apprenticeship Co-op V** (PSAV)
*475 clock hours*

**BCA 0365R** **Electrical Apprenticeship Co-op VI** (PSAV)
*350 clock hours*

**BCA 0367R** **Electrical Apprenticeship Co-op VII** (PSAV)
*475 clock hours*

**BCA 0368R** **Electrical Apprenticeship Co-op VIII** (PSAV)
*350 clock hours*

**BCA 0450** **Plumber Apprenticeship I (First Year-Term A)** (PSAV)
*72 clock hours*

**BCA 0451** **Plumber Apprenticeship II (First Year - Term B)** (PSAV)
*72 clock hours*

**BCA 0452** **Plumber Apprenticeship III (Second Year - Term A)** (PSAV)
*72 clock hours*

**BCA 0453** **Plumber Apprenticeship IV (Second Year - Term B)** (PSAV)
*72 clock hours*

**BCA 0454** **Plumber Apprenticeship V (Third Year - Term A)** (PSAV)
*72 clock hours*

**BCA 0455** **Plumber Apprenticeship VI (Third Year - Term B)** (PSAV)
*72 clock hours*

**BCA 0456** **Plumber Apprenticeship VII (Fourth Year - Term A)** (PSAV)
*72 clock hours*

**BCA 0457** **Plumber Apprenticeship VIII (Fourth Year - Term B)** (PSAV)
*72 clock hours*

**BCA 0460 R** **Plumber Apprenticeship Co-op I** (PSAV)
*475 clock hours*

**BCA 0461R** **Plumber Apprenticeship Co-op II** (PSAV)
*350 clock hours*

**BCA 0462R** **Plumber Apprenticeship Co-op III** (PSAV)
*475 clock hours*

**BCA 0463R** **Plumber Apprenticeship Co-op IV** (PSAV)
*350 clock hours*

**BCA 0464R** **Plumber Apprenticeship Co-op V** (PSAV)
*475 clock hours*

**BCA 0465R** **Plumber Apprenticeship Co-op VI** (PSAV)
*350 clock hours*

**BCA 0466R** **Plumber Apprenticeship Co-op VII** (PSAV)
*475 clock hours*

**BCA 0467R** **Plumber Apprenticeship Co-op VIII** (PSAV)
*350 clock hours*

**BCA 0470** **Fire Sprinkler Apprenticeship I (Fall)**(PSAV)
*72 clock hours*

**BCA 0471** **Fire Sprinkler Apprenticeship II (Spring)** (PSAV)
*72 clock hours*

**BCA 0472** **Fire Sprinkler Apprenticeship III (Fall)** (PSAV)
*72 clock hours*

**BCA 0473** **Fire Sprinkler Apprenticeship IV (Spring)** (PSAV)
*72 clock hours*

**BCA 0474** **Fire Sprinkler Apprenticeship V (Fall)** (PSAV)
*72 clock hours*

**BCA 0475** **Fire Sprinkler Apprenticeship VI (Spring)** (PSAV)
*72 clock hours*

**BCA 0476** **Fire Sprinkler Apprenticeship VII (Fall)** (PSAV)
*72 clock hours*

**BCA 0477** **Fire Sprinkler Apprenticeship VIII (Spring)** (PSAV)
*72 clock hours*

**BCA 0480R** **Fire Sprinkler Apprentice Coop I** (PSAV)
*475 clock hours*

**BCA 0481R** **Fire Sprinkler Apprentice Coop II** (PSAV)
*350 clock hours*

**BCA 0482R** **Fire Sprinkler Apprentice Coop III** (PSAV)
*475 clock hours*

**BCA 0483R** **Fire Sprinkler Apprentice Coop IV** (PSAV)
*350 clock hours*

**BCA 0484R** **Fire Sprinkler Apprentice Coop V** (PSAV)
*475 clock hours*

**BCA 0485R** **Fire Sprinkler Apprentice Coop VI** (PSAV)
*350 clock hours*

**BCA 0486R** **Fire Sprinkler Apprentice Coop VII** (PSAV)
*475 clock hours*

**BCA 0487R** **Fire Sprinkler Apprentice Coop VIII** (PSAV)
*350 clock hours*

**BCA 0550** **Carpentry Apprenticeship 1** (PSAV)
*72 clock hours*

**BCA 0551** **Carpentry Apprenticeship 2** (PSAV)
*72 clock hours*

**BCA 0552** **Carpentry Apprenticeship 3** (PSAV)
*72 clock hours*

**BCA 0553** **Carpentry Apprenticeship 4** (PSAV)
*72 clock hours*

**BCA 0554** **Carpentry Apprenticeship 5** (PSAV)
*72 clock hours*

**BCA 0555** **Carpentry Apprenticeship 6** (PSAV)
*72 clock hours*

**BCA 0556** **Carpentry Apprenticeship 7** (PSAV)
*72 clock hours*

**BCA 0557** **Carpentry Apprenticeship 8** (PSAV)
*72 clock hours*

**BCA 0560R** **Carpentry Apprenticeship Co-op I (First Year)** (PSAV)
*475 clock hours*

**BCA 0561R** **Carpentry Apprenticeship Co-op II (First Year - Summer)** (PSAV)
*350 clock hours*

**BCA 0562R** **Carpentry Apprenticeship Co-op III (Second Year)** (PSAV)
*475 clock hours*

**BCA 0563R** **Carpentry Apprenticeship Co-op IV (Second Year - Summer)** (PSAV)
*350 clock hours*

**BCA 0564R** **Carpentry Apprenticeship Co-op V (Third Year)** (PSAV)
*475 clock hours*

**BCA 0565R** **Carpentry Apprenticeship Co-op VI (Third Year - Summer)** (PSAV)
*350 clock hours*

**BCA 0566R** **Carpentry Apprenticeship Co-op VII (Fourth Year)** (PSAV)
*475 clock hours*

**BCA 0567R** **Carpentry Apprenticeship Co-op VIII (Fourth Year - Summer)** (PSAV)
*350 clock hours*

**BCN 1003** **Construction Calculations** (AS)
*3 credits (3 lecture hours)*

**BCN 1040** **Sustainable Construction Basics** (AS)
*3 credits (3 lecture hours)*

**BCN 1210** **Building Construction Materials & Methods I** (AS)
*3 credits (3 lecture hours)*

**BCN 1272** **Plans Interpretation** (AS)
*3 credits (3 lecture hours)*

**BCN 2598** **Sustainable Construction Applications** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: BCN1040*

**BCN 2080C** **Architectural Drafting and Design I** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Corequisites: BCN2253C*

**BCN 2081C** **Architectural Drafting and Design 2** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: BCN2080C; Corequisite: BCN2259C*

**BCN 2220** **Building Construction Materials & Methods 2** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: BCN1210*

**BCN 2253C** **Architectural Drafting 1** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Corequisite: ETD1031C Introduction to Construction Drawing*

**BCN 2259C** **Architectural Drafting 2** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: BCN2253C; Corequisite: BCN2081C*

**BCN 2793** **Projection Management for Sustainable Construction** (AS)
*3 credits (3 lecture hours)*

**BCN 2941** **Building Construction Experience** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: Documentation of 4 years of bona fide experience toward journeyman level tradesmanship*

**BCT 1743** **Construction Law** (AS)
*3 credits (3 lecture hours)*

**BCT 1750** **Construction Finance** (AS)
*3 credits (3 lecture hours)*

**BCT 1770** **Construction Estimating** (AS)
*3 credits (3 lecture hours)*

**BCT 2730** **Construction Supervision Procedure** (AS)
*3 credits (3 lecture hours)*

**BOT 1010** **General Botany I** (AA)
*3 credits (3 lecture hours)*
*Corequisite: BOT 1010L (*)*

**BOT 1010L** **General Botany I Lab** (AA)
*1 credit (2 lab hours)*
*Corequisite: BOT 1010 (*)*

**BOT 2000** **Plant Physiology** (AS)
*3 credits (3 lecture hours)*

**BSC 1005** **Concepts in Biology** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course (*)*

**BSC 1005** **Honors Concepts in Biology** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College (*)*

**BSC 1005L** **Concepts in Biology Lab** (AA)
*1 credit (2 lab hours)*
*Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course (*)*

**BSC 1010** **Principles of Biology I** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course; Corequisite: BSC1010L (*)*

**BSC 1010** **Honors Principles of Biology I** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College; Corequisite: BSC1010L (*)*

**BSC 1010L** **Principles of Biology I Lab** (AA)
*1 credit (3 lab hours)*
*Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course; Corequisite: BSC1010(*)*

**BSC 1011** **Principles of Biology II** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: BSC 1010 and BSC 1010L*
*Corequisite: BSC 1011L (*)*

**BSC 1011L** **Principles of Biology II Lab** (AA)
*1 credit (3 lab hours)*
*Prerequisites: BSC 1010 and BSC 1010L*
*Corequisite: BSC 1011 (*)*

**BSC 1050** **Environmental Conservation** (AA)
*3 credits (3 lecture hours)(*)*

**BSC 1050** **Honors Environmental Conservation** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College (*)*

**BSC 1050L** **Honors Environmental Conservation Lab** (AA)
*1 credit (3 lab hours)*
*Prerequisite: Admission to the Honors College (*)*

**BSC 1404C** **Introduction to Biotechnological Methods** (AS)
*5 credits (3 lecture hours, 6 lab hours)*
*Prerequisite: Department Challenge Exam completed with 80% pass rate*

**BSC 2085** **Anatomy and Physiology I** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course; Corequisite: BSC2085L (*)*

**BSC 2085L** **Anatomy and Physiology I Lab** (AA)
*1 credit (3 lab hours)*
*Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course; Corequisite: BSC2085 (*)*

**BSC 2086** **Anatomy and Physiology II** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: BSC 2085, BSC 2085L*
*Corequisite: BSC 2086L (*)*

**BSC 2086L** **Anatomy and Physiology II Lab** (AA)
*1 credit (3 lab hours)*
*Prerequisites: BSC 2085 and BSC 2085L*
*Corequisite: BSC 2086 (*)*

**BSC 2416C** **Introduction to Tissue Culture Lab** (AA)
*2 credits (1 lecture hour, 3 lab hours)*
*Prerequisites: BSC2421, BSC2421L*

**BSC 2420** **Biotechnology I** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: BSC2421; Corequisites: CHM1045, CHM1045L*

**BSC 2420L** **Biotechnology I Lab** (AA)
*2 credits (6 lab hours)*
*Prerequisite: BSC2421L; Corequisites: BSC2420, CHM1045, CHM1045L*

**BSC 2421** **Introduction to Biotechnology** (AA)
*3 credits (3 lecture hours)*
*Corequisite: BSC2421L*

**BSC 2421** **Honors Introduction to Biotechnology** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College*
*Corequisite: BSC2421L*

**BSC 2421L** **Introduction to Biotechnology Lab** (AA)
*2 credits (6 lab hours)*

**BSC 2426C** **Introduction to Biotechnology Instrumentation Lab** (AA)
*2 credits (1 lecture hour, 3 lab hours)*
*Prerequisites: BSC2421, BSC2421L*

**BSC 2427** **Biotechnology 2, Molecular Biology, Cell & Immunobiology** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: BSC2420L, CHM1045, CHM1045L*
*Corequisites: BSC2427L, CHM1046, CHM1046L*

**BSC 2427L** **Biotechnology 2, Molecular Biology, Cell and Immunobiology Lab** (AA)
*2 credits (6 lab hours)*
*Prerequisites: BSC2420L, CHM1045, CHM1045L;*
*Corequisites: BSC2427, CHM1046, CHM1046L*

**BSC 2435** **Introduction to Bioinformatics** (AA)
*1 credit (1 lecture hour)*
*Prerequisites: BSC2421, BSC2421L*

**BSC 2945C** **Biotechnology Internship** (AA)
*2 credits (1 lecture hour, 10 lab hours)*
*Prerequisites: CHM1046, CHM1046L, BSC2421, BSC2420, BSC2420L and BSC2427*

**BUL 2241** **Business Law I** (AA)
*3 credits (3 lecture hours)*

**BUL 2242** **Business Law II** (AA)
*3 credits (3 lecture hours)*

**CCJ 1010** **Introduction to Criminology** (AA)
*3 credits (3 lecture hours)*

**CCJ 1020** **Administration of Criminal Justice** (AA)
*3 credits (3 lecture hours)*

**CCJ 1191** **Introduction to Human Behavior and the Criminal Justice Practitioner** (AA)
*3 credits (3 lecture hours)*

**CCJ 1618** **Criminal Psychology** (AA)
*3 credits (3 lecture hours)*

**CDO 0100** **Commercial Drivers License Preparation (CDLA)** (PSAV)
*334 clock hours*

**CET 2123C** **Microprocessors I** (AS)
*3 credits (2 lecture hours, 2 lab hours)*

**CET 2127C** **Microprocessors 2** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: CET2123C*

**CGS 1030** **PC Starter** (AS)
*1 credit (1 lecture hour)*

**CGS 1100** **Microcomputer Applications** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: None (Knowledge of the keyboard is desirable).*

**CGS 1100** **Honors Microcomputer Applications** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College*

**CGS 1513** **Electronic Spreadsheets** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: CGS1100 or OST1831*

**CGS 1543** **Database Management** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: CGS1100 or OST1831*

**CGS 1561** **Inside the PC** (AS)
*1 credit (1 lecture hour)*

**CGS 1800** **Introduction to Web Site Development** (AS)
*3 credits (3 lecture hours)*
*Corequisite: CGS1100*

**CGS 2555** **Introduction to the Internet** (AA)
*3 credits (3 lecture hours)*
*Corequisite: CGS1100*

**CGS 2801** **Advanced Web Page Media** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: CGS1800*

**CGS 2802** **Web Site Administration** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: CGS1100*

**CHD 1220** **Child Development, Infancy/Preschool** (AS)
*3 credits (3 lecture hours)*

**CHM 1020** **Principles of Chemistry** (AA)
*3 credits (3 lecture hours) (*)*

**CHM 1020L** **Principles of Chemistry Lab** (AA)
*1 credit (2 lab hours)*
*Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course. Prerequisite or Corequisite: CHM1020 (*)*

**CHM 1025** **Introductory Chemistry** (AA)
*3 credits (3 lecture hours)*
*Co-requisite: MAT1033(*)*

**CHM 1045** **General Chemistry I** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: MAT 1033; Corequisites: CHM 1045L and MAC 1105 (*)*

**CHM 1045** **Honors General Chemistry I** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: MAT 1033 and admission to the Honors College; Corequisites: CHM 1045L and MAC 1105 (*)*

**CHM 1045L** **General Chemistry I Lab** (AA)
*1 credit (3 lab hours)*
*Corequisite: CHM 1045 (*)*

**CHM 1046** **General Chemistry II** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: CHM1045, CHM1045L and MAC1105;*
*Corequisite: CHM1046L (*)*

**CHM 1046L** **General Chemistry II Lab** (AA)
*1 credit (3 lab hours)*
*Prerequisite: CHM1045L; Corequisite: CHM1046 (*)*

**CHM 2210** **Organic Chemistry I** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: CHM 1045 and CHM 1045L*
*Corequisite: CHM 2210L*

**CHM 2210L** **Organic Chemistry I Lab** (AA)
*1 credit (4 lab hours)*
*Prerequisites: CHM 1045 and CHM 1045L*
*Corequisite: CHM 2210*

**CHM 2211** **Organic Chemistry II** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: CHM 2210; Corequisite: CHM 2211L*

**CHM 2211L** **Organic Chemistry II Lab** (AA)
*1 credit (4 lab hours)*
*Prerequisites: CHM 2210 and 2210L*
*Corequisite: CHM 2211*

**CIS 2321** **Systems and Applications** (AS)
*3 credits (3 lecture hours)*
*Corequisite: CGS1100*

**CIS 2513** **Information Technology Project Management** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: CGS1100*

**CJB 1465** **Injury and Death Investigation** (AS)
*3 credits (3 lecture hours)*
*Corequisites: CJB1711, CJB1712*

**CJB 1711** **Introduction to Crime Scene Technology** (AS)
*3 credits (3 lecture hours)*
*Corequisites: CJB1465 and CJB1712*

**CJB 1712** **Crime Scene Photography I** (AS)
*3 credits (3 lecture hours)*
*Corequisites: CJB1465 and CJB1711*

**CJB 1721** **Advanced Crime Scene Technology** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: CJB1465, CJB1711 and CJB1712*

**CJB 1722** **Crime Scene Photography 2** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: CJB1465, CJB1711 and CJB1712*

**CJB 2703** **Crime Scene Safety** (AS)
*2 credits (2 lecture hours)*
*Prerequisites: CJB1721, CJB1722 and CJB2735*

**CJB 2704** **Courtroom Presentation of Scientific Evidence** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: CJB2703*

**CJB 2713** **Introduction to Forensic Science** (AA)
*3 credits (3 lecture hours)*

**CJB 2735** **Fingerprint Classification** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: CJB1465, CJB1711 and CJB1712*

**CJB 2736** **Latent Fingerprint Development** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: CJB2703*

**CJB 2748** **Biological Evidence** (AS)
*2 credits (2 lecture hours)*
*Prerequisite: CJB2703*

**CJD 1933** **Applied Corrections Officer Competencies** (AS)
*19 credits (19 lecture hours)*
*Prerequisites: The successful completion of (or earned prior learning credit for) Corrections Officer Track PSAV Academy (5601) or a certified CMS Law Enforcement Officer with successful completion of the Crossover to Corrections Officer PSAV Academy (5614); application and acceptance into the Corrections Officer AAS/AS degree; and 12 credits completed toward the Corrections Officer AAS/AS degree.*

**CJE 1300** **Police Administration I** (AA)
*3 credits (3 lecture hours)*

**CJE 1301** **Police Administration II** (AA)
*3 credits (3 lecture hours)*

**CJE 1711** **Criminal Justice Capstone Course** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: CCJ1010, CCJ1020, CGS1100*
*Corequisite: CJE1300*

**CJE 2600** **Criminal Investigation** (AA)
*3 credits (3 lecture hours)*

**CJJ 2002** **Juvenile Delinquency** (AA)
*3 credits (3 lecture hours)*

**CJK 0007** **Introduction to Law Enforcement** (PSAV)
*11 clock hours*

**CJK 0008** **Legal** (PSAV)
*69 clock hours*

**CJK 0011** **Human Issues** (PSAV)
*40 clock hours*

**CJK 0017** **Communications** (PSAV)
*76 clock hours*

**CJK 0020** **CMS Law Enforcement Vehicle Operations** (PSAV)
*48 clock hours*

**CJK 0031** **CMS First Aide For Criminal Justice Officers** (PSAV)
*40 clock hours*

**CJK 0040** **Criminal Justice Firearms** (PSAV)
*80 clock hours*

**CJK 0051** **Criminal Justice Defensive Tactics** (PSAV)
*80 clock hours*

**CJK 0061** **Patrol I** (PSAV)
*58 clock hours*

**CJK 0062** **Patrol 2** (PSAV)
*40 clock hours*

**CJK 0071** **Criminal Investigations** (PSAV)
*56 clock hours*

**CJK 0076** **Crime Scene Investigations** (PSAV)
*24 clock hours*

**CJK 0082** **Traffic Stops** (PSAV)
*24 clock hours*

**CJK 0083** **DUI Traffic Stops** (PSAV)
*24 clock hours*

**CJK 0086** **Traffic Crash Investigations** (PSAV)
*32 clock hours*

**CJK 0096** **Criminal Justice Officer Physical Fitness Training (LE)** (PSAV)
*60 clock hours Prerequisite: Physical exam and completion of form CJSTC-75B by a licensed medical doctor.*

**CJK 0100** **Interpersonal Skills 1 - Corrections** (PSAV)
*62 clock hours*

**CJK 0101** **Interpersonal Skills 2 - Corrections** (PSAV)
*50 clock hours*

**CJK 0102** **Corrections Operations** (PSAV)
*64 clock hours*

**CJK 0204** **Crossover CMS Law Enforcement to Traditional Corrections Introduction** (PSAV)
*59 clock hours Prerequisites: Traditional or CMS Law Enforcement Training Program; Corrections BAT test score of 70.*

**CJK 0212** **Crossover Correctional to CMS Law Enforcement High Liability** (PSAV)
*8 clock hours*
*Prerequisite: A student enrolling in this course must possess current certification as a correctional officer in accordance with Chapters 943, F.S. and 11B-35, F.A.C.*

**CJK 0221** **Correctional Crossover to Law Enforcement Introduction and Legal** (PSAV)
*47 clock hours*

**CJK 0222** **Correctional Crossover to Law Enforcement Communications** (PSAV)
*56 clock hours*

**CJK 0223** **Correctional Crossover to Law Enforcement Human Issues** (PSAV)
*32 clock hours*

**CJK 0270** **Criminal Justice Legal I** (PSAV)
*46 clock hours*

**CJK 0280** **Criminal Justice Officer Physical Fitness Training CMS (Corrections)**(PSAV)
*40 clock hours Prerequisite: Physical exam and completion of form CJSTC-75B by a licensed medical doctor.*

**CJK 0286** **Criminal Justice Communications - Corrections** (PSAV)
*42 clock hours*

**CJK 0422** **Dart-Firing Stun Gun** (PSAV)
*8 clock hours*

**CJK 0480** **Emergency Preparedness** (PSAV)
*26 clock hours*

**CJK 1933** **Applied Law Enforcement Officer Competencies** (AS)
*22 credits (22 lecture hours)*
*Prerequisites: The successful completion of (or earned prior learning credit for) the Law Enforcement Officer Track PSAV Academy (5600) or a certified Corrections Officer with successful completion of the Crossover to CMS Law Enforcement Officer PSAV Academy (5613); application and acceptance into the Law Enforcement Officer AAS/AS degree; and 12 credits completed toward the Law Enforcement Officer AAS/AS degree.*

**CJL 1062** **Introduction to Constitutional Law** (AA)
*3 credits (3 lecture hours)*

**CJL 2100** **Criminal Law** (AA)
*3 credits (3 lecture hours)*

**CJL 2130** **Laws of Evidence** (AA)
*3 credits (3 lecture hours)*

**CJL 2403** **Law of Arrest, Search, and Seizure** (AA)
*3 credits (3 lecture hours)*

**CLP 2001** **Personality Development and Adjustment** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: PSY 2012*

**CNT 2000** **Network Technologies** (AA)
*3 credits (3 lecture hours)*
*Corequisite: CGS1100*

**CNT 2401** **Computer Network Security Policy Development** (ATC)
*2 credits (2 lecture hours)*
*Prerequisites: CIS A.S. Degree and experience and/or knowledge of CEN2522 and CEN2705*

**CNT 2402** **Implementing and Administering Network Security** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: CGS1100*

**CNT 2404** **Network Attacks and Introduction to TCP/IP Security** (ATC)
*3 credits (3 lecture hours)*
*Prerequisite: CNT2407*

**CNT 2405** **Intrusion Detection Systems, Countermeasures and PKI** (ATC)
*3 credits (3 lecture hours)*
*Prerequisite: CNT2404*

**CNT 2407** **Information Security Implementation and Standards** (ATC)
*2 credits (2 lecture hours)*

**CNT 2700** **TCP/IP and Network Administration** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: CNT2000 or CTS1110*

**COP 1002** **Introduction to Programming Logic** (AA)
*3 credits (3 lecture hours)*
*Prerequisite or corequisite: CGS1100*

**COP 1220** **Introduction to Programming in C** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: COP 1002*

**COP 1332** **Visual Basic Programming** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: COP 1002*

**COP 2334** **Programming in C++** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: COP1002*

**COP 2654** **Objective C Programming** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: COP 1002*

**COP 2700** **Data Structures (SQL)** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: COP1002*

**COP 2800** **Programming in Java** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: COP 1220 or COP 2334*

**COP 2805** **Advanced Java Programming** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: COP2800*

**COP 2822** **Web Page Design** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: CGS2555 or ART1201C, ART1300C, GRA2100C (or GRA2131C) and ART1205C*

**COP 2831** **Advanced Web Page Applications (XML and JavaScript)** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: COP2822 or COP1220*

**COP 2838** **Advanced Visual Basic.NET** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: COP1332*

**COP 2840** **Server-side Programming** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: COP1002 and one of the following: COP1220, COP1332, COP2334, COP2800, or COP2831*

**COS 0200** **Cosmetology I - Introduction** (PSAV)
*120 clock hours*
*Corequisites: VPI0100, VPI0200, VPI0300*

**COS 0301** **Cosmetology II - Haircutting** (PSAV)
*120 clock hours*
*Corequisites: COS0400, VPI0100, VPI0200, VPI0300*

**COS 0400** **Cosmetology III - Styling** (PSAV)
*120 clock hours*
*Corequisites: COS0200, VPI0100, VPI0200, VPI0300*

**COS 0600** **Cosmetology V - Chemicals** (PSAV)
*120 clock hours*
*Corequisites: COS0301, VPI0100, VPI0200, VPI0300*

**COS 0700** **Cosmetology VI - Haircolor** (PSAV)
*120 clock hours*
*Corequisites: COS0600, VPI0100, VPI0200, VPI0300*

**COS 0870** **Cosmetology IV - Salon Management** (PSAV)
*120 clock hours*
*Corequisites: COS0700, VPI0100, VPI0200, VPI0300*

**CPO 2002** **Comparative Governments** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: POS 1001 or POS 1041 or permission of instructor*

**CRW 2001** **Creative Writing** (AA)
*3 credits (3 lecture hours)*
*Prequisite: ENC 1101 or ENC1121*

**CRW 2100** **Introduction to Fiction Writing** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC 1101 or ENC 1121*

**CSP 0010** **Manicuring, Pedicuring, and Nail Extensions** (PSAV)
*120 clock hours*
*Corequisites: CSP0240, VPI0100, VPI0200, VPI0300*

**CSP 0011** **Salon Practice Lab II** (PSAV)
*120 clock hours*
*Corequisites: CSP0010, VPI0100, VPI0200, VPI0300*

**CSP 0013** **Nail Specialist** (PSAV)
*240 clock hours*
*Corequisites: VPI0100, VPI0200, VPI0300*

**CSP 0240** **Facials** (PSAV)
*120 clock hours*
*Corequisites: COS 0870, VPI0100, VPI0200, VPI0300*

**CSP 0260** **Facial Specialist** (PSAV)
*260 clock hours*
*Corequisites: VPI0100, VPI0200, VPI0300*

**CSP 0300** **Salon Practice Lab I** (PSAV)
*120 clock hours*
*Corequisites: CSP0011, VPI0100, VPI0200, VPI0300*

**CTS 1110** **Microcomputer Operating Systems** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: CGS1100 or OST1831*

**CTS 1150** **Computer Maintenance and Repair** (AS)
*3 credits (3 lecture hours)*

**CTS 1650** **Cisco 1 (Networking Essentials)**(AS)
*3 credits (3 lecture hours)*
*Prerequisites: CTS1150 or CompTIA A+ Certification.*

**CTS 2301** **UNIX Installation and Administration Using Linux** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: CGS1100*

**CTS 2320** **Wide Area Networks** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: CNT2000 or CTS1110*

**CTS 2334** **Local Area Networks** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: CNT2000 or CTS1110*

**CTS 2651** **Cisco 2 (Router Technology)** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: CTS1650*

**CTS 2652** **Cisco 3 (Advanced Router Technology)** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: CTS2651*

**CTS 2653** **Cisco 4 (Project Based Learning)**(AS)
*3 credits (3 lecture hours)*
*Prerequisites: CTS2652*

**DEA 0130** **Related Dental Theory** (PSAV)
*32 clock hours*

**DEA 0153** **Dental Psychology and Communication** (PSAV)
*32 clock hours*

**DEA 0800** **Clinical Practice I** (PSAV)
*32 clock hours Recommended prerequisites: DES1200, DES1200L; Corequisite: DEA0800L*

**DEA 0800L** **Clinical Practice I Lab** (PSAV)
*128 clock hours*

**DEA 0801** **Clinical Practice 2** (PSAV)
*32 clock hours Corequisite: DEA0801L*

**DEA 0801L** **Clinical Practice 2 Lab** (PSAV)
*256 clock hours*

**DEA 0850** **Dental Assisting Clinical Practice 3** (PSAV)
*16 clock hours*

**DEA 0850L** **Clinical Practice 3 Lab** (PSAV)
*128 clock hours Corequisite: DEA0850*

**DEA 0940L** **Dental Practicum I Lab** (PSAV)
*24 clock hours*

**DEA 0941L** **Dental Practicum 2 Lab** (PSAV)
*96 clock hours*

**DEH 1003** **Dental Hygiene Instrumentation** (AS)
*1 credit (1 lecture hour)*
*Recommended prerequisites: DES1800, DES1800L;*
*Corequisite: DEH1003L*

**DEH 1003L** **Dental Hygiene Instrumentation Lab** (AS)
*2 credits (6 lab hours)*
*Recommended prerequisites: DES1800, DES1800L;*
*Corequisite: DEH1003*

**DEH 1130** **Oral Embryology and Histology** (AS)
*1 credit (1 lecture hour)*
*Recommended prerequiste: DES 1020*

**DEH 1800** **Dental Hygiene I** (AS)
*1 credit (1 lecture hour)*
*Corequisite: DEH 1800L*

**DEH 1800L** **Dental Hygiene I Lab** (AS)
*4 credits (12 clinical hours)*
*Corequisite: DEH 1800*

**DEH 1802** **Dental Hygiene II** (AS)
*1 credit (1 lecture hour)*
*Corequiste: DEH 1802L*

**DEH 1802L** **Dental Hygiene II Lab** (AS)
*1 credit (3 clinical hours)*
*Corequiste: DEH 1802*

**DEH 1811** **Dental Ethics and Jurisprudence** (AS)
*1 credit (1 lecture hour)*

**DEH 2300** **Pharmacology** (AS)
*2 credits (2 lecture hours)*
*Recommended Prerequisites: BSC 2085/2085L, BSC 2086/2086L, MCB 2010/2010L, CHM 1020*

**DEH 2400** **General and Oral Pathology** (AS)
*2 credits (2 lecture hours)*

**DEH 2602** **Periodontology** (AS)
*2 credits (2 lecture hours)*
*Recommended Prerequisites: DEH1800C, DEH1802C; Recommended Corequisite: DEH2804C*

**DEH 2701** **Community Dentistry** (AS)
*2 credits (2 lecture hours)*

**DEH 2702L** **Community Dentistry Practicum** (AS)
*1 credit (2 lab hours)*
*Prerequisite: DEH2701*

**DEH 2804** **Dental Hygiene III** (AS)
*1 credit (1 lecture hour)*
*Corequisite: DEH 2804L*

**DEH 2804L** **Dental Hygiene III Lab** (AS)
*4 credits (1 lecture hour)*
*Corequisite: DEH 2804*

**DEH 2806** **Dental Hygiene IV** (AS)
*1 credit (1 lecture hour)*
*Corequisite: DEH 2806L*

**DEH 2806L** **Dental Hygiene IV Lab** (AS)
*5 credits (15 clinical hours)*
*Corequisite: DEH 2806*

**DEH 2807L** **Dental Hygiene V: Clinical Skills Update** (AS)
*2 credits (4 lab hours)*
*Prerequisite: Graduation from an American Dental Association accredited school of dental hygiene*

**DEH 2934** **Compromised Patient** (AS)
*1 credit (1 lecture hour)*
*Recommended Prerequisites: DES 1840;*
*Recommended Corequisites: DEH2603, DEH 2804C*

**DEP 2004** **Human Growth and Development** (AA)
*3 credits (3 lecture hours)*
*Recommended Prerequisite: PSY2012*

**DEP 2102** **Child Growth and Development** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: PSY2012*

**DES 1020** **Dental Anatomy** (AS)
*3 credits (3 lecture hours)*

**DES 1100** **Dental Materials** (AS)
*2 credits (2 lecture hours)*
*Corequisite: DES1100L*

**DES 1100L** **Dental Materials Lab** (AS)
*1 credit (2 lab hours)*
*Corequisite: DES1100*

**DES 1200** **Dental Radiology** (AS)
*2 credits (2 lecture hours)*
*Corequisite: DES1200L*

**DES 1200L** **Dental Radiology Lab** (AS)
*1 credit (2 lab hours)*
*Corequisite: DES1200*

**DES 1600** **Office Emergencies** (AS)
*1 credit (1 lecture hour)*

**DES 1800** **Introduction to Clinical Procedures** (AS)
*3 credits (3 lecture hours)*
*Corequisite: DES1800L*

**DES 1800L** **Introduction to Clinical Procedures Lab** (AS)
*1 credit (2 lab hours)*
*Corequisite DES1800*

**DES 1832** **Expanded Functions Lecture** (AS)
*1 credit (1 lecture hour)*
*Corequisite: DES1832L*

**DES 1832L** **Expanded Functions Lab** (AS)
*1 credit (2 lab hours)*
*Corequisite: DES1832*

**DES 1840** **Preventive Dentistry** (AS)
*2 credits (2 lecture hours)*

**DES 2502** **Office Management** (AS)
*1 credit (1 lecture hour)*

**DIM 0004** **Introduction to Diesel Technology** (PSAV)
*150 clock hours*
*Corequisites: VPI0100, VPI0200, VPI0300*

**DIM 0006** **Diesel Engine Systems 2** (PSAV)
*150 clock hours*
*Corequisites: DIM0014, VPI0100, VPI0200, VPI0300*

**DIM 0007** **Heavy Truck Brake Systems 1** (PSAV)
*150 clock hours*
*Prerequisite: DIM0303; Corequisites: VPI0100, VPI0200, VPI0300*

**DIM 0008** **Heavy Truck Brake Systems 2** (PSAV)
*150 clock hours*
*Corequisites: DIM0007, VPI0100, VPI0200, VPI0300*

**DIM 0014** **Diesel Engine Systems 1** (PSAV)
*150 clock hours*
*Corequisites: DIM0004, VPI0100, VPI0200, VPI0300*

**DIM 0103** **Preventive Maintenance Inspection** (PSAV)
*150 clock hours*
*Prerequisites: DIM0004, DIM0008; Corequisites: VPI0100, VPI0200, VPI0300*

**DIM 0106** **Hydraulic Systems** (PSAV)
*150 clock hours*
*Prerequisites: DIM0004, DIM0008; Corequisites: DIM0201, VPI0100, VPI0200, VPI0300*

**DIM 0110** **Diesel Power Train** (PSAV)
*150 clock hours*

**DIM 0201** **Drive Train Systems** (PSAV)
*150 clock hours*
*Prerequisites: DIM0004, DIM0008;Corequisites: VPI0100, VPI0200, VPI0300*

**DIM 0302** **Electrical and Electronic Systems 1** (PSAV)
*150 clock hours*
*Prerequisite: DIM0006; Corequisites: VPI0100, VPI0200, VPI0300*

**DIM 0303** **Electrical and Electronic Systems 2** (PSAV)
*150 clock hours*
*Corequisites: DIM0302, VPI0100, VPI0200, VPI0300*

**DIM 0500** **Truck Steering and Suspension** (PSAV)
*150 clock hours*
*Prerequisites: DIM0004, DIM0008; Corequisites: VPI0100, VPI0200, VPI0300*

**DIM 0610** **Heating and Air Conditioning** (PSAV)
*150 clock hours*
*Prerequisites: DIM0004, DIM0008; Corequisites: VPI0100, VPI0200, VPI0300*

**EAP 0300** **Introduction to Listening and Speaking Skills** (Prep)
*4 institutional credits (4 lecture hours)*
*Prerequisites: Compass/ESL scores 42-71 Listening, Compass/ESL Composite scores between 59-68 and/or a score of 29 or below on the College Placement test (CPT)*

**EAP 0360** **Introduction to Grammar Foundations** (Prep)
*4 institutional credits (4 lecture hours)*
*Prerequisites: Compass/ESL Composite scores between 59-68 and/or a score of 29 or below on the College Placement Test (CPT) or Compass/ESL scores 42-58 Grammar*

**EAP 0382** **Integrated Reading and Writing** (Prep)
*4 institutional credits (4 lecture hours)*
*Prerequisites: Compass/ESL Composite scores between 59-68, Compass/ESL scores 38-68 Reading and/or a score of 29 or below on the College Placement Test (CPT)*

**EAP 0420** **Intermediate Reading** (Prep)
*3 institutional credits (3 lecture hours)*
*Prerequisite: CPT scores 0-54 (Students required to prove English proficiency may be placed into the ESL Foundation program.)*

**EAP 0460** **Intermediate Grammar** (Prep)
*3 institutional credits (3 lecture hours)*
*Prerequisite: A CPT (College Placement Test) score of 0-54 or above, or successful completion of previous course level.*

**EAP 1520** **High Intermediate Reading** (Prep)
*3 institutional credits (3 lecture hours)*
*Prerequisite: A CPT (College Placement Test) score of 55 to 68 or successful completion of EAP0420*

**EAP 1584** **High Intermediate English** (Prep)
*3 institutional credits (3 lecture hours)*
*Prerequisites: A CPT (College Placement Score) of 55-68 or successful completion of EAP0484.*

**EAP 1620** **Advanced Reading** (Prep)
*3 institutional credits (3 lecture hours)*
*Prerequisite: CPT score of 69-82 or successful completion of EAP1520; Corequisite: SLS1501.*

**EAP 1684** **Advanced English** (Prep)
*3 institutional credits (3 lecture hours)*
*Prerequisites: A CPT (College Placement Test) score of 69-82 or successful completion of EAP1584; Corequisite: SLS1501.*

**ECO 2013** **Principles of Macroeconomics** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education Course (*)*

**ECO 2023** **Principles of Microeconomics** (AA)
*3 credits (3 lecture hours)*

**EDF 1001** **ParaEducators in Special and General Education Classrooms** (AA)
*3 credits (3 lecture hours)*

**EDF 1030** **Behavior Management in the Classroom** (AA)
*3 credits (3 lecture hours)*

**EDF 1949C** **Co-op: Education I** (AA)
*3 credits (1 lecture hour, 10 lab hours)*

**EDF 2005** **Introduction to the Teaching Profession** (AA)
*3 credits (3 lecture hours)*

**EDF 2085** **Introduction to Diversity for Educators** (AA)
*3 credits (3 lecture hours)*

**EDF 2949C** **Co-op Education II** (AA)
*3 credits (1 lecture hour, 10 lab hours)*

**EDG 1314** **Education Practicum I** (AS)
*3 credits (15 lab hours)*
*Prerequisite: Completion of all required courses in an Early Childhood Education or Educational Assisting college credit certificate or the High/Scope AS Track.*

**EDG 1315** **Education Practicum II** (AS)
*3 credits (15 lab hours)*
*Prerequisites: EDG 1314*

**EDP 2002** **Introduction to Educational Psychology** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: PSY 2012 or permission of the instructor*

**EEC 1001** **Introduction to Early Childhood Education** (AA)
*3 credits (3 lecture hours)*

**EEC 1003** **Introduction to School Age Child** (AS)
*3 credits (3 lecture hours)*

**EEC 1006** **Montessori Philosophy** (AS)
*3 credits (3 lecture hours)*

**EEC 1010** **Montessori Sciences** (AS)
*1 credit (1 lecture hour)*

**EEC 1220** **Curriculum: High/Scope Approach in Language and Literacy** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: EEC1309*

**EEC 1221** **Curriculum: High/Scope Approach in Logical Reasoning Skills** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: EEC1309*

**EEC 1222** **Curriculum: Adult/Child Interaction to Extend Learning** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: EEC1309*

**EEC 1233** **Montessori History and Geography** (AS)
*1 credit (1 lecture hour)*

**EEC 1300** **Early Childhood Language Arts** (AS)
*3 credits (3 lecture hours)*

**EEC 1309** **Introduction to High/Scope** (AS)
*3 credits (3 lecture hours)*

**EEC 1311** **Early Childhood Science, Social Studies and Math** (AS)
*3 credits (3 lecture hours)*

**EEC 1312** **Early Childhood Fine Arts & Movement** (AS)
*3 credits (3 lecture hours)*

**EEC 1316** **Montessori Fine Arts and Movement** (AS)
*1 credit (1 lecture hour)*

**EEC 1522** **Infant/Toddler Environments** (AS)
*3 credits (3 lecture hours)*

**EEC 1523** **Overview of Child Care Center Management** (AS)
*3 credits (3 lecture hours)*

**EEC 1526** **Montessori Interpersonal Communication and Administration** (AS)
*1 credit (1 lecture hour)*

**EEC 1601** **Observation and Assessment in Early Childhood** (AS)
*3 credits (3 lecture hours)*

**EEC 1603** **Positive Guidance and Behavior Management in School Age Child Care** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: EEC 1003*

**EEC 2002** **Child Care and Education Organization Leadership Management** (AS)
*3 credits (3 lecture hours)*

**EEC 2201** **Developing Curriculum for Infants and Toddlers** (AS)
*3 credits (3 lecture hours)*

**EEC 2202** **Child Care and Education Programming** (AS)
*3 credits (3 lecture hours)*

**EEC 2230** **Montessori Classroom Leadership** (AS)
*1 credit (1 lecture hour)*
*Corequisite: EEC2940 (with a minimum grade of C)*

**EEC 2271** **Teaching Children with Special Needs** (AS)
*3 credits (3 lecture hours)*

**EEC 2407** **Social-Emotional Growth and Socialization in Infants and Toddlers** (AS)
*3 credits (3 lecture hours)*

**EEC 2521** **Child Care and Education Financial and Legal Issues** (AS)
*3 credits (3 lecture hours)*

**EEC 2530** **Montessori Curriculum 1** (AS)
*5 credits (5 lecture hours)*
*Prerequisite or Corequisite: EEC 1006. Corequisites: EEC 2531*

**EEC 2531** **Montessori Observation and Overview 1** (AS)
*1 credit (1 lecture hour)*
*Corequisites: EEC1006 and EEC2530 (with a minimum grade of C)*

**EEC 2532** **Montessori Curriculum 2** (AS)
*5 credits (5 lecture hours)*
*Prerequisites: EEC 1006, EEC2530, EEC2531 (with a minimum grade of "C" or higher); Corequisite: EEC2533 (with a minimum grade of "C" or higher)*

**EEC 2533** **Montessori Observation and Overview 2** (AS)
*1 credit (1 lecture hour)*
*Prerequisites: EEC1006, EEC2530, EEC2531 (with a minimum grade of "C"); Corequisite: EEC2532 (with a minimum grade of "C")*

**EEC 2710** **Conflict Resolution in Early Childhood** (AS)
*3 credits (3 lecture hours)*

**EEC 2734** **Health, Safety, and Nutrition for the Young Child** (AS)
*3 credits (3 lecture hours)*

**EEC 2940** **Montessori Teaching Practicum I** (AS)
*3 credits (20 lab hours)*
*Prerequisites: EEC2532 and EEC2533 (with a minimum grade of "C")*

**EEC 2941** **Montessori Teaching Practicum II** (AS)
*3 credits (20 lab hours)*
*Prerequisite: EEC2940*

**EET 1015C** **DC Circuits** (AS)
*4 credits (3 lecture hours, 2 lab hours)*
*Corequisite: MAC1105*

**EET 1025C** **AC Circuits** (AS)
*4 credits (3 lecture hours, 2 lab hours)*
*Prerequisites: EET1015C and PHY1001*

**EET 1215** **Introduction to Electronics** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: MAC1105 and PHY1001*

**EET 1531** **Power Plant Science** (AS)
*3 credits (3 lecture hours)*

**EET 2930** **Special Topics in Electrical Engineering** (AS)
*3 credits (3 lecture hours)*

**EGN 1002C** **Introduction to Engineering** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Corequisite: MAC 1105*

**EME 2040** **Introduction to Technology for Educators** (AA)
*3 credits (3 lecture hours)*

**EMS 1119** **Emergency Medical Technician Basic** (AS)
*6 credits (6 lecture hours)*
*Prerequisites: Limited Access program application, Red Cross or AHA BLS for Health Care Provider (CPR);*
*Corequisites: EMS1119L and EMS1431*

**EMS 1119L** **Emergency Medical Technician Basic Lab** (AS)
*3 credits (6 lab hours)*
*Corequisites: EMS 1119, EMS 1431*

**EMS 1431** **EMT-Basic Hospital and Field Experience** (AS)
*2 credits (6 clinical hours)*
*Corequisites: EMS 1119, EMS 1119L*

**EMS 2620C** **Paramedic 1** (AS)
*12 credits (9 lecture hours, 6 lab hours)*
*Prerequisite: Florida State EMT certification (or State exam eligible*, which must be passed during EMS2620C).*Subject to State changes*
*Corequisite: EMS2664*

**EMS 2621C** **Paramedic 2** (AS)
*12 credits (9 lecture hours, 6 lab hours)*
*Prerequisites: EMS2620C, EMS2664*
*Corequisite: EMS2665*

**EMS 2622C** **Paramedic 3** (AS)
*5 credits (3 lecture hours, 4 lab hours)*
*Prerequisites: EMS2621C, EMS2665*
*Corequisite: EMS2658*

**EMS 2658** **Paramedic Clinical 3** (AS)
*2 credits (6 clinical hours)*
*Prerequisites: EMS2621C, EMS2665*
*Corequisite: EMS2622C*

**EMS 2659** **Paramedic Field Internship** (AS)
*1 credit (8 clinical hours)*
*Corequisites: EMS2622C, EMS2658*

**EMS 2664** **Paramedic Clinical 1** (AS)
*4 credits (8 clinical hours)*
*Prerequisite: Florida State EMT certification (or State exam eligible*), which must be passed during EMS2620C). *Subject to State changes*
*Corequisite: EMS2620C*

**EMS 2665** **Paramedic Clinical 2** (AS)
*6 credits (12 clinical hours)*
*Prequisites: EMS2620C, EMS2664*
*Corequisite: EMS2621C*

**ENC 0001** **College Prep English I** (Prep)
*3 institutional credits (3 lecture hours)*
*Corequisite: SLS 1501*

**ENC 0010** **College Prep English II** (Prep)
*3 institutional credits (3 lecture hours)*
*Prerequisite: A College Placement Test (CPT) score of 61 or above or successful completion of ENC 0001;*
*Corequisite: SLS 1501*

**ENC 1101** **College Composition 1** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC 0010 or adequate score on placement exam (*)*

**ENC 1102** **College Composition 2** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC 1101 or ENC 1121 (*)*

**ENC 1121** **Honors College Composition 1** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College (*)*

**ENC 1122** **Honors College Composition 2** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC 1101 or ENC 1121 and Admission to the Honors College (*)*

**ENC 1141** **Writing About Literature** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC 1101 or ENC 1121(*)*

**ENC 1141** **Honors Writing About Literature** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)*

**ENC 1210** **Technical Communication** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: ENC0010 or adequate score on the placement exam*

**ENL 2012** **English Literature Before 1800** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC 1101 or ENC 1121(*)*

**ENL 2012** **Honors English Literature Before 1800** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)*

**ENL 2022** **English Literature After 1800** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC 1101 or ENC 1121 (*)*

**ENL 2022** **Honors English Literature After 1800** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)*

**EPI 0001** **Classroom Management** (IC)
*3 credits (3 lecture hours)*
*Prerequisites: Bachelor's degree and 2.5 GPA*

**EPI 0002** **Instructional Strategies** (IC)
*3 credits (3 lecture hours)*
*Prerequisites: Bachelor's degree and 2.5 GPA*

**EPI 0003** **Educational Technology** (IC)
*3 credits (3 lecture hours)*

**EPI 0004** **The Teaching and Learning Process** (IC)
*3 credits (3 lecture hours)*
*Prerequisites: Bachelor's degree and 2.5 GPA*

**EPI 0009** **Foundation in Language and Cognition in Reading** (IC)
*3 credits (3 lecture hours)*

**EPI 0010** **Foundations of Research-Based Practices in Reading** (IC)
*3 credits (3 lecture hours)*
*Prerequisites: Bachelor's degree and 2.5 GPA*

**EPI 0011** **Foundations in Assessment in Reading** (IC)
*3 credits (3 lecture hours)*

**EPI 0020** **Professional Foundations** (IC)
*2 credits (2 lecture hour)*
*Prerequisites: Bachelor's degree and 2.5 GPA;*
*Corequisite: EPI 0940*

**EPI 0030** **Diversity in the Classroom** (IC)
*2 credits (2 lecture hour)*
*Prerequisites: Bachelor's degree and 2.5 GPA; Corequisite: EPI0945*

**EPI 0940** **Field Experience 1** (IC)
*1 credit (1 clinical hours)*

**EPI 0945** **Field Experience 2** (IC)
*1 credit (1 clinical hours)*

**ESC 1000** **Earth Science** (AA)
*3 credits (3 lecture hours) (*)*

**EST 1572** **Power Plant Fundamentals** (AS)
*3 credits (3 lecture hours)*

**EST 1802** **Introduction to Solar Energy** (AS)
*3 credits (3 lecture hours)*

**EST 1822** **Introduction to Bio Fuels** (AS)
*3 credits (3 lecture hours)*

**EST 1850** **Introduction to Hydro Power** (AS)
*3 credits (3 lecture hours)*

**EST 1860** **Introduction to Wind Energy** (AS)
*3 credits (3 lecture hours)*

**EST 2520** **Process Measurement Fundamentals** (AS)
*3 credits (3 lecture hours)*

**EST 2530C** **Process Control Technology** (AS)
*3 credits (2 lecture hours, 2 lab hours)*

**EST 2700C** **Fluid and Pneumatic Controls** (AS)
*3 credits (2 lecture hours, 2 lab hours)*

**ETD 1031C** **Introduction to Construction Drawing** (AS)
*3 credits (2 lecture hours, 2 lab hours)*

**ETI 1000** **Industrial Tools and Equipment** (AS)
*3 credits (3 lecture hours)*

**ETI 1701** **Environmental Health and Safety** (AS)
*3 credits (3 lecture hours)*

**ETI 1933A-G** **Applied Technologies** (AS)
*24 credits (24 lecture hours)*
*The successful completion of Trade and Industrial Apprenticeships or PSAV programs and 12 credits completed toward the Industrial Management Technology AS degree.*

**ETI 2941** **EPT Internship (6 credits)** (AS)
*6 credits (30 lab hours)*

**ETI 2942** **EPT Internship (3 credits)** (AS)
*3 credits (15 lab hours)*

**EVR 1007** **Florida's Environmental History** (AA)
*3 credits (3 lecture hours)*

**EVR 2266** **Survey of Environmental Mapping/GIS/Remote Sensing** (AA)
*3 credits (3 lecture hours)*

**EVR 2266** **Honors Survey of Environmental Mapping/GIS/Remote Sensing** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College*

**EVR 2858** **Environmental Law** (AA)
*3 credits (3 lecture hours)*

**EVR 2940** **Cooperative Work Experience-Environmental Science** (AA)
*3 credits (24 lab hours)*

**EVR 2940 A** **Cooperative Work Experience-Environmental Science** (AA)
*4 credits (32 lab hours)*

**EVS 2015** **Writing for Science** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC1101*

**EVS 2020** **Scientific Monitoring and Data Methods** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC1101*

**EVS 2193C** **Environmental Sampling Techniques** (AA)
*4 credits (3 lecture hours, 2 lab hours)*

**EVS 2601** **Hazardous Materials and Environmental Air Quality** (AA)
*3 credits (3 lecture hours)*

**EVS 2870C** **Wildlife Ecology** (AA)
*4 credits (3 lecture hours, 2 lab hours)*
*Prerequisite: BSC1050*

**FFP 0021** **Fire Fighter** (PSAV)
*450 clock hours*

**FFP 1000** **Introduction to Fire Science** (AS)
*3 credits (3 lecture hours)*

**FFP 1301** **Fire Hydraulics** (AS)
*3 credits (3 lecture hours)*

**FFP 1302** **Fire Apparatus and Equipment** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: FFP1301*

**FFP 1505** **Fire Prevention** (AS)
*3 credits (3 lecture hours)*

**FFP 1540** **Private Fire Protection Systems** (AS)
*3 credits (3 lecture hours)*

**FFP 1820** **Basic Emergency Planning Concepts** (AS)
*3 credits (3 lecture hours)*

**FFP 1822** **Emergency Management Systems Principles and Practices (Introduction to Emergency Management)** (AS)
*3 credits (3 lecture hours)*

**FFP 1824** **Basic Incident Management System I-200** (AS)
*1 credit (1 lecture hour)*

**FFP 1825** **Intermediate Incident Management System I-300** (AS)
*1 credit (1 lecture hour)*
*Prerequisite: FFP1824*

**FFP 1830** **Hazards Analysis and Impacts** (AS)
*3 credits (3 lecture hours)*

**FFP 1832** **Emergency Response to Terrorism** (AS)
*1 credit (1 lecture hour)*

**FFP 1841** **Business Contingency Planning** (AS)
*3 credits (3 lecture hours)*

**FFP 1882** **Emergency Operations Center (EOC) Operations and Design** (AS)
*3 credits (3 lecture hours)*

**FFP 2111** **Fire Chemistry** (AS)
*3 credits (3 lecture hours)*

**FFP 2120** **Building Construction Fire Protection** (AS)
*3 credits (3 lecture hours)*

**FFP 2206** **Principles of Fire and Emergency Services Safety and Survival** (AS)
*3 credits (3 lecture hours)*

**FFP 2401** **Hazardous Materials for Emergency Operations** (AS)
*3 credits (3 lecture hours)*

**FFP 2402** **Hazardous Materials for Emergency Operations II** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: FFP 2111, FFP 2401 and must be a fire-fighter with documentation*

**FFP 2423C** **Hazardous Materials 3** (AS)
*2 credits (1 lecture hour, 2 lab hours)*
*Prerequisites: FFP2401, FFP2402, and FFP2111*

**FFP 2510** **Related Fire Codes and Standards** (AS)
*3 credits (3 lecture hours)*

**FFP 2521** **Blueprint Reading and Plan Examination** (AS)
*3 credits (3 lecture hours)*

**FFP 2541** **Private Fire Protection Systems 2** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: FFP 1540 and completion of Fire Inspector 1 PSAV certificate*

**FFP 2604** **Fire Investigation and Arson Detection** (AS)
*3 credits (3 lecture hours)*

**FFP 2606** **Post Blast Investigations** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: Student must be a certified Fire Inspector 1*

**FFP 2610** **Fire Investigation: Origin And Cause** (AS)
*3 credits (3 lecture hours)*

**FFP 2612** **Fire Behavior and Combustion** (AS)
*3 credits (3 lecture hours)*

**FFP 2630** **Latent Investigation** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: Student must be a certified fire fighter, inspector, investigator or police officer to enroll in this course*

**FFP 2670** **Legal Issues for Investigators** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: Student must be a certified fire fighter, inspector, investigator or police officer to enroll in this course*

**FFP 2702** **Principles of Emergency Services** (AS)
*3 credits (3 lecture hours)*

**FFP 2706** **Public Information Officer** (AS)
*3 credits (3 lecture hours)*

**FFP 2720** **Company Officer & Leadership** (AS)
*3 credits (3 lecture hours)*

**FFP 2740** **Fire Service Course Delivery** (AS)
*3 credits (3 lecture hours)*

**FFP 2741** **Fire Service Course Design** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: FFP 2740*

**FFP 2770** **Legal And Ethical Issues for the Fire Service** (AS)
*3 credits (3 lecture hours)*

**FFP 2780** **Fire Service Administration** (AS)
*3 credits (3 lecture hours)*

**FFP 2810** **Firefighting Strategy and Tactics 1** (AS)
*3 credits (3 lecture hours)*

**FFP 2811** **Firefighting Strategy and Tactics 2** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: FFP2810*

**FFP 2840** **Emergency Response and Recovery Operations** (AS)
*3 credits (3 lecture hours)*

**FFP 2842** **Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation** (AS)
*3 credits (3 lecture hours)*

**FFP 2880** **Emergency Management Public Policy, Relations and Education** (AS)
*3 credits (3 lecture hours)*

**FIL 1456C** **Production Design** (AS)
*3 credits (2 lecture hours, 2 lab hours)*

**FIL 1461C** **Cinematography** (AS)
*3 credits (2 lecture hours, 2 lab hours)*

**FIL 1490C** **Acting for Film 1** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: FIL2000 or special permission of the department chairperson.*

**FIL 1518C** **Lighting and Grip** (AS)
*3 credits (2 lecture hours, 2 lab hours)*

**FIL 1680C** **Film Producing and Production Management** (AS)
*3 credits (2 lecture hours, 2 lab hours)*

**FIL 2000** **Film Appreciation** (AA)
*3 credits (3 lecture hours)*

**FIL 2002** **Introduction to Film Studies** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: FIL2000*

**FIL 2031** **Film History to the 1940s** (AA)
*3 credits (3 lecture hours)*

**FIL 2032** **Film History Since the 1940s** (AA)
*3 credits (3 lecture hours)*

**FIL 2100** **Screenwriting** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: ENC 1101 or ENC 1121*

**FIL 2130** **Advanced Screenwriting** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: FIL2100*

**FIL 2361C** **Directing and Producing for Broadcast and Documentary Production** (AS)
*4 credits (3 lecture hours, 2 lab hours)*
*Prerequisites: RTV1100C; Corequisite: RTV2245C or RTV2333C*

**FIL 2420C** **Motion Picture Production 1** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: FIL1461C, FIL1518C, FIL1641C, FIL2000, FIL2537C, FIL2571C*
*Corequisites: FIL2100, FIL2480C, FIL2611C*

**FIL 2425CR** **Feature Film Production Projects** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: FIL2432C*

**FIL 2432C** **Motion Picture Production 2** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: FIL2420C, FIL2538C, FIL2561C*

**FIL 2470C** **Advanced Cinematography** (AS)
*4 credits (3 lecture hours, 2 lab hours)*
*Prerequisite: FIL1461C*

**FIL 2480C** **Directing for Film** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: FIL1461C, FIL1518C, FIL1641C, FIL2000, FIL2537C, FIL2571C*
*Corequisites: FIL2420C, FIL2611C*

**FIL 2488C** **Directing for Actors** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: FIL1490C*

**FIL 2491C** **Acting for Film 2** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: FIL1490C*

**FIL 2537C** **Introduction to Sound** (AS)
*3 credits (2 lecture hours, 2 lab hours)*

**FIL 2538C** **Advanced Sound for Film** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: FIL2537C*

**FIL 2561C** **Advanced Editing** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: FIL2571C*

**FIL 2571C** **Introduction to Editing** (AS)
*3 credits (2 lecture hours, 2 lab hours)*

**FIL 2671C** **Feature Film Post-Production and Marketing** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: FIL2425C*

**FIL 2910** **Independent Project in Motion Picture and Television Production** (AS)
*3 credits (6 lab hours)*

**FIL 2930** **Topics in Film Studies** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: FIL2002*

**FIL 2941** **Motion Picture Production Internship 1** (AS)
*1 credit (8 lab hours)*
*Prerequisite: FIL2420C*

**FIL 2952** **Portfolio Preparation** (AS)
*2 credits (2 lecture hours)*

**FOL 1572** **Renaissance Futurism - Urban and Architecture Survey in Florence and Rome** (AA)
*3 credits (3 lecture hours)*

**FOS 1201** **Food Service Sanitation** (AS)
*2 credits (2 lecture hours)*

**FRE 1120** **Elementary French I** (AA)
*4 credits (4 lecture hours) (*)*

**FRE 1121** **Elementary French II** (AA)
*4 credits (4 lecture hours)*
*Prerequisite: FRE 1120 or equivalent (*)*

**FSS 1220** **Professional Cooking** (AS)
*2 credits (2 lecture hours)*
*Prerequisite or corequisite: FOS 1201*
*Corequisite: FSS 1220L*

**FSS 1220L** **Professional Cooking Lab** (AS)
*1 credit (2 lab hours)*
*Corequisite: FSS 1220*

**FSS 1221C** **Quantity Food Production I** (AS)
*4 credits (2 lecture hours, 4 lab hours)*
*Prerequisite: FSS 1210C, or FSS 1220 and FSS 1220L*

**FSS 2105** **Purchasing for the Hospitality Industry** (AS)
*3 credits (3 lecture hours)*

**FSS 2242C** **International Foods** (AS)
*3 credits (1 lecture hour, 4 lab hours)*
*Prerequisites: FOS1201, FSS1220, FSS1220L, FSS1221C*

**FSS 2500** **Food and Beverage Cost Control** (AS)
*3 credits (3 lecture hours)*

**GCO 2230** **Pumping and Irrigation Systems** (AS)
*3 credits (3 lecture hours)*

**GEA 1000** **Principles of Geography and Conservation** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Admissions, Placement Test Scores chart) before enrolling in this General Education course (*)*

**GEB 1011** **Introduction to Business** (AA)
*3 credits (3 lecture hours)*

**GER 1120** **Elementary German I** (AA)
*4 credits (4 lecture hours) (*)*

**GER 1121** **Elementary German II** (AA)
*4 credits (4 lecture hours)*
*Prerequisite: GER 1120 or equivalent (*)*

**GER 2210** **Intermediate German Readings and Conversation I** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: GER 1121*

**GEY 2000** **Gerontology** (AA)
*3 credits (3 lecture hours)*

**GLY 1000** **Descriptive Geology** (AA)
*3 credits (3 lecture hours) (*)*

**GLY 2030C** **Environmental Geology** (AA)
*3 credits (2 lecture hours, 2 lab hours)*

**GRA 1190C** **Graphic Design I** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: ART1201C, ART1300C*

**GRA 1530C** **Typography** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: ART1201C*

**GRA 2100C** **Introduction to Macintosh Graphics** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Pre/Corequisites: ART 1210C, ART 1300C*

**GRA 2121C** **QuarkXPress 1** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: GRA2100C or department chairperson's permission required*

**GRA 2122C** **QuarkXPress 2** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: GRA2121C or permission of department chair*

**GRA 2131C** **Multimedia Graphics** (AS)
*3 credits (3 lecture hours, 2 lab hours)*
*Prerequisites: ART1201C and ART1300C*

**GRA 2132C** **Multimedia Design** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: ART1201C and GRA2131C*

**GRA 2136C** **Multimedia Video Editing** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: ART1201C and GRA2131C*

**GRA 2144C** **Graphic Web Design** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: ART1201C and GRA2131C*

**GRA 2151C** **Illustrator 1** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: GRA2100C or permission of department chair*

**GRA 2152C** **Illustrator 2** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: GRA 2151C or permission of department chair*

**GRA 2156C** **Photoshop 1** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: GRA2100C or permission of department chair*

**GRA 2157C** **Photoshop 2** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: GRA2156C*

**GRA 2160C** **Multimedia Animation** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: ART1201C and GRA2131C*

**GRA 2171C** **Portfolio Composition** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: GRA 2191C*

**GRA 2191C** **Graphic Design 2** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: GRA1190C, GRA2100C or instructor permission required*

**GRA 2722C** **Dreamweaver** (AS)
*3 credits (3 lecture hours, 2 lab hours)*
*Prerequisites: ART1201C and GRA2131C*

**GRA 2940** **Graphic Design Internship** (AS)
*3 credits (4 lab hours)*
*Prerequisite: All other Graphic Design courses required for Graphic Design Technology program. A 3.0 minimum GPA in major graphic design courses and approval of department chair.*

**HCP 0120** **Nursing Assistant** (PSAV)
*75 clock hours*

**HCP 0300** **Home Health Aide** (PSAV)
*50 clock hours*

**HCP 0620** **Patient Care Assistant** (PSAV)
*75 clock hours*

**HEV 0106** **10-Hour Infant/Toddler Appropriate Practices** (PSAV)
*10 clock hours*

**HEV 0114** **Rules & Regulations for Center-Based** (PSAV)
*6 clock hours*

**HEV 0118** **Rules & Regulations for Family Childcare** (PSAV)
*6 clock hours*

**HEV 0123** **10-Hour Special Needs Appropriate Practices** (PSAV)
*10 clock hours*

**HEV 0130** **Early Childhood Professional Certificate (ECPC) Module 1** (PSAV)
*42 clock hours Prerequisites: 40-Hour Child Care Training Certification (includes 10-Hour Appropriate Practice for Preschool) and 5-Hour VPK Emergent Literacy.*

**HEV 0131** **Early Childhood Professional Certificate (ECPC) Module 2** (PSAV)
*40 clock hours Prerequisite: HEV0130*

**HEV 0132** **Early Childhood Professional Certificate (ECPC) Module 3** (PSAV)
*42 clock hours Prerequisite: HEV0131*

**HEV 0167** **10-Hour Preschool Appropriate Practices** (PSAV)
*10 clock hours*

**HEV 0198** **10-HR School Age Appropriate Practices** (PSAV)
*10 clock hours*

**HEV 0803** **Part 1 - School Age Program Certification** (PSAV)
*28 clock hours*

**HEV 0804** **Part 2 - Foundations of Advancing Youth Development (AYD) Principles** (PSAV)
*12 clock hours*

**HEV 0807** **Caring for Children Birth - 3 Years Module 1** (PSAV)
*42 clock hours*

**HEV 0808** **Caring for Children Birth - 3 Years Module 2** (PSAV)
*40 clock hours*

**HEV 0809** **Caring for Children Birth - 3 Years Module 3** (PSAV)
*42 clock hours*

**HFT 1000** **Introduction to the Hospitality Business** (AS)
*3 credits (3 lecture hours)*

**HFT 1313** **Hospitality Property Management** (AS)
*3 credits (3 lecture hours)*

**HFT 1630** **Management of Security in Hospitality Business** (AS)
*3 credits (3 lecture hours)*

**HFT 1850C** **Dining Room Management** (AS)
*3 credits (2 lecture hours, 4 lab hours)*
*Prerequisite: FOS1201*

**HFT 2220** **Personnel Management Practices** (AS)
*3 credits (3 lecture hours)*

**HFT 2410** **Hotel-Motel Front Office and Procedures** (AS)
*3 credits (3 lecture hours)*

**HFT 2510** **Sales Promotion and Advertising in Hotels and Food Service** (AS)
*3 credits (3 lecture hours)*

**HFT 2600** **Hospitality Industry Law** (AS)
*3 credits (3 lecture hours)*

**HIM 0001** **Health Information Management** (ATD)
*90 clock hours Prerequisites: HSC0003, OTA0100*

**HIM 0030** **Fundamentals of Medical Transcription** (ATD)
*140 clock hours Prerequisites: MEA0230, OTA0100, PRN0022*

**HIM 0060** **Medical Transcription 1** (ATD)
*140 clock hours Prerequisites: HIM0030, HIM0439*

**HIM 0062** **Medical Transcription 2** (ATD)
*140 clock hours Prerequisites: HIM0001, HIM0060*

**HIM 0220** **Medical Coding 1** (ATD)
*120 clock hours Prerequisites: HIM0280, OTA0100*

**HIM 0250** **Medical Coding 2** (ATD)
*120 clock hours Prerequisites: HIM0220*

**HIM 0263** **Professional Skills for the Medical Transcriptionist** (ATD)
*90 clock hours Prerequisites: MEA0230, OTA0100, PRN0022*

**HIM 0270** **Insurance Billing and Claims** (ATD)
*95 clock hours Prerequisites: HIM0280, OTA0100*

**HIM 0280** **Fundamentals of Medical Coding** (ATD)
*75 clock hours Prerequisites: MEA0230, PRN0022*

**HIM 0439** **Pathophysiology and Pharmacology for Health Professions** (ATD)
*90 clock hours Prerequisites: MEA0230, PRN0022*

**HIM 0812** **Medical Transcription Externship** (ATD)
*148 clock hours Prerequisites: HIM0062 and HIM0263*

**HIM 0812L** **Advanced Coding Practicum** (ATD)
*108 clock hours Prerequisites: HIM0001, HIM0250, HIM0270*

**HIM 1000C** **Introduction to Health Information Management** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: CGS1100, HSC2531*

**HIM 1012C** **Health Information Law, Ethics, and Compliance** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: HIM1000C, MAN2021*

**HIM 1210C** **Health Information System** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: CGS1100, MAN2021*

**HIM 1282C** **Fundamentals of Medical Coding** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: BSC2086, BSC2086L, HSC2531*

**HIM 1433C** **Pathophysiology for Health Information Management** (AS)
*2 credits (1 lecture hour, 2 lab hours)*
*Prerequisites: BSC2086, BSC2086L*

**HIM 1442C** **Pharmacology for Health Information Management** (AS)
*2 credits (1 lecture hour, 2 lab hours)*
*Prerequisites: BSC2086, BSC2086L*

**HIM 1800C** **Acute Care Professional Practice** (AS)
*3 credits (1 lecture hour, 16 lab hours)*
*Prerequisite: Program manager's permission required*

**HIM 2222C** **Medical Coding 1** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: HIM1282C, HIM1433C*

**HIM 2253C** **Medical Coding 2** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: HIM1442C, HIM2222C*

**HIM 2272C** **Medical Reimbursement and Revenue** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: HIM1282C*

**HIM 2304C** **Health Information Department Management** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: HIM2272C, HIM2510C*

**HIM 2510C** **Healthcare Data Analysis** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: HIM1210C, STA2023*

**HIM 2810L** **Advanced Coding Practicum** (AS)
*1 credit (8 lab hours)*
*Prerequisite: Program manager's permission required*

**HIM 2826L** **Alternative Care Professional Practice** (AS)
*1 credit (8 lab hours)*
*Prerequisite: Program manager's permission required*

**HLP 1080** **Physical Fitness I** (AA)
*1 credit (2 lab hours)*

**HLP 1083** **Essentials of Wellness I** (AA)
*1 credit (1 lecture hour)*

**HLP 1087** **Essentials of Wellness II** (AA)
*1 credit (1 lecture hour)*
*Prerequisite: HLP 1083*

**HLP 1088** **Essential of Wellness III** (AA)
*1 credit (1 lecture hour)*
*Prerequisite: HLP 1087*

**HOS 1010** **Introduction to Horticulture** (AS)
*3 credits (3 lecture hours)*

**HSC 0003** **Health Care Concepts** (PSAV)
*78 clock hours*

**HSC 0003L** **Health Care Concepts Lab** (PSAV)
*12 clock hours*

**HSC 1010** **Introduction to Developmental Concepts for Health Care Providers** (AS)
*2 credits (2 lecture hours)*

**HSC 1101** **Contemporary Issues in Health** (AA)
*3 credits (3 lecture hours) (*)*

**HSC 1101** **Honors Contemporary Issues in Health** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College (*)*

**HSC 2100** **Health Concepts and Strategies** (AA)
*3 credits (3 lecture hours) (*)*

**HSC 2100** **Honors Health Concepts and Strategies** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College (*)*

**HSC 2130** **Human Sexuality Education** (AA)
*3 credits (3 lecture hours)*

**HSC 2140** **Drug Education** (AA)
*3 credits (3 lecture hours)*

**HSC 2204** **Community Health Education** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: HSC 2100 recommended (*)*

**HSC 2531** **Medical Terminology** (AA)
*3 credits (3 lecture hours)*

**HSC 4500** **Epidemiology** (BAS)
*3 credits (3 lecture hours)*
*Prerequisite: HSA3110*

**HUN 1201** **Elements of Nutrition** (AA)
*3 credits (3 lecture hours)(*)*

**HUN 1201** **Honors Elements of Nutrition** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College (*)*

**HUN 1501** **Community Nutrition** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: HUN 1201*

**HUS 1203** **Principles of Group Facilitation** (AS)
*3 credits (3 lecture hours)*

**HUS 1001** **Introduction to Human Services** (AA)
*3 credits (3 lecture hours)*

**HUS 1200** **Principles of Group Dynamics** (AS)
*3 credits (3 lecture hours)*
*Prerequisite PSY 2012*

**HUS 1302** **Counseling and Interviewing** (AS)
*3 credits (3 lecture hours)*

**HUS 1424** **Counseling the Chemically Dependent Person** (AS)
*3 credits (3 lecture hours)*

**HUS 1620** **Principles and Best Practices in Afterschool Programs** (AS)
*3 credits (3 lecture hours)*

**HUS 1640** **Principles of Youth Work** (AS)
*3 credits (3 lecture hours)*

**HUS 1850** **Field Work in Human Services I** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: HUS 1302 or HUS 1200 or HUS 2308;*
*Corequisite: HUS1850L*

**HUS 1850L** **Field Work in Human Services I Internship** (AS)
*3 credits (9 lab hours)*
*Prerequisite: HUS 1302 or HUS 1200 or HUS 2308;*
*Corequisite: HUS 1850*

**HUS 2308** **Psychotherapy: Theory and Practice** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: PSY 2012*

**HUS 2851** **Field Work in Human Services II** (AS)
*2 credits (2 lecture hours)*
*Prerequisite: HUS 1850*

**HUS 2851L** **Field Work in Human Services II Internship** (AS)
*3 credits (9 lab hours)*
*Prerequisite: HUS1200 or HUS1302 or HUS2308;*
*Corequisite: HUS 2851*

**IDH 2105** **Honors Knowledge Through the Ages** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: ENC1101 (or ENC1121) and admission to the Honors College*

**IDH 2911** **Honors Research Process** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College*

**IND 1233C** **Design Studio I** (AS)
*4 credits (3 lecture hours, 2 lab hours)*
*Corequisite: IND 1401C*

**IND 1234C** **Design Studio 2** (AS)
*4 credits (3 lecture hours, 2 lab hours)*
*Prerequisite: IND 1233C*

**IND 1401C** **Technical Design I** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Corequisite: IND1233C*

**IND 1935** **Building and Barrier Free Codes** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: IND 1233C*

**IND 2100** **History of Interiors I** (AS)
*3 credits (3 lecture hours)*

**IND 2130** **History of Interiors II** (AS)
*3 credits (3 lecture hours)*

**IND 2202C** **Introduction to Kitchen and Bath Design** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: IND1234C and IND2424C*

**IND 2203C** **Advanced Kitchen and Bath Design** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: IND2202C*

**IND 2237C** **Design Studio 3** (AS)
*4 credits (3 lecture hours, 2 lab hours)*
*Prerequisites: IND1234C and IND2424C*

**IND 2238C** **Design Studio 4** (AS)
*4 credits (3 lecture hours, 2 lab hours)*
*Prerequisite: IND2237C*

**IND 2307C** **Interior Design Graphics** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: IND1401C*

**IND 2408C** **CAD Kitchen and Bath** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: IND2460C*

**IND 2420** **Materials, Estimating and Specifications** (AS)
*3 credits (3 lecture hours)*

**IND 2424C** **Technical Design 2** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: IND1401C; Corequisite: IND1234C*

**IND 2432C** **Interior Lighting** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: IND 1234C, IND 2424C*

**IND 2460C** **CAD for Interiors I** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: IND2424C*

**IND 2463C** **CAD for Interiors 2** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: IND2460C*

**IND 2505** **Professional Practices** (AS)
*3 credits (3 lecture hours)*

**IND 2608C** **Sustainable Design** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: IND1234C and IND2424C*

**IND 2941** **Interior Design Internship** (AS)
*2 credits (10 lab hours)*
*Prerequisite: IND1234C*

**INR 2002** **International Relations** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: POS 1001 or POS 2041 or permission of the instructor*

**IPM 1301** **Pesticides** (AS)
*3 credits (3 lecture hours)*

**JOU 2103** **Specialized News Writing** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: MMC 1100 or permission of department chair; Corequisite: ENC 1101 or ENC 1121*

**LDE 2000** **Introduction to Landscape Design** (AS)
*3 credits (3 lecture hours)*

**LDE 2403** **Landscape Design II** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: ORH 2830 recommended*

**LDE 2510** **Computer-Aided Landscape Design** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: ORH2830 recommended or consent of instructor*

**LIN 2740** **Applied Linguistics** (AA)
*3 credits (3 lecture hours)*

**LIS 1002** **Introduction to the Research Process** (AA)
*1 credit (1 lecture hour)*

**LIS 2004** **Introduction to Internet Research** (AA)
*1 credit (1 lecture hour)*

**LIT 1050** **Introduction to Literary Humor, from Ancient Times to the Present** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC1101 or ENC1121*

**LIT 1370** **The Bible as Literature** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC1101 or ENC1121 (*)*

**LIT 2090** **Contemporary Literature** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC 1101 or ENC 1121(*)*

**LIT 2090** **Honors Contemporary Literature** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)*

**LIT 2110** **World Literature Before the Renaissance** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC 1101 or ENC 1121(*)*

**LIT 2110** **Honors World Literature Before the Renaissance** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)*

**LIT 2120** **World Literature After the Renaissance** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC 1101 or ENC 1121(*)*

**LIT 2120** **Honors World Literature After the Renaissance** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)*

**LIT 2190** **Introduction to Afro-Caribbean Literature** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC1101 or ENC1121 (*)*

**LIT 2380** **Women In Literature** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC1101 or ENC1121(*)*

**LIT 2380** **Honors Women In Literature** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)*

**MAC 1105** **College Algebra** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: A grade of C or better in MAT 1033(*)*

**MAC 1105** **Honors College Algebra** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: A grade of C or better in MAT1033 and admission to the Honors College (*)*

**MAC 1114** **Trigonometry** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: A grade of C or better in MAC 1140 or MAC 1105 (*)*

**MAC 1114** **Honors Trigonometry** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: A grade of C or better in MAC 1140 or MAC 1105 and Admission to the Honors College (*)*

**MAC 1140** **Precalculus** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: A suitable score on the placement test together with two years of high school algebra or a C or higher in MAC 1105(*)*

**MAC 2233** **Survey of Calculus** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: MAC 1105 with a C or higher OR MAC 1140 with a C or higher with scores of 72 and above (EA) and 75 and above (CLM) on the CPT(*)*

**MAC 2311** **Calculus With Analytic Geometry I** (AA)
*4 credits (4 lecture hours)*
*Prerequisite: A grade of C or better in MAC 1140 and MAC 1114(*)*

**MAC 2312** **Calculus With Analytic Geometry II** (AA)
*4 credits (4 lecture hours)*
*Prerequisite: A grade of C or better in MAC 2311(*)*

**MAC 2313** **Calculus With Analytic Geometry III** (AA)
*4 credits (4 lecture hours)*
*Prerequisite: A grade of C or better in MAC 2312 (*)*

**MAN 1949 A** **Co-op: Business I** (AS)
*3 credits (1 lecture hour, 10 lab hours)*

**MAN 2021** **Principles of Management** (AS)
*3 credits (3 lecture hours)*

**MAP 2302** **Differential Equations** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: A grade of C or better in MAC 2312 (*)*

**MAR 2011** **Principles of Marketing** (AA)
*3 credits (3 lecture hours)*

**MAS 2103** **Matrix Theory** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: MAC2311 or MAC2233 (*)*

**MAT 0012** **Basic Algebra I** (Prep)
*3 institutional credits (3 lecture hours)*
*Corequisite: SLS1501*

**MAT 0020** **Basic Algebra II** (Prep)
*3 institutional credits (3 lecture hours)*
*Prerequisite: College Placement Test (CPT) score between 45-71 or successful completion of MAT0012; Corequisite: SLS1501*

**MAT 1033** **Intermediate Algebra** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Successful completion of MAT 0020*

**MCB 2010** **Microbiology** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: BSC 2085 OR BSC 1010 (*)*

**MCB 2010** **Honors Microbiology** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: BSC2085 OR BSC1010 and admission to the Honors College (*)*

**MCB 2010L** **Microbiology Laboratory** (AA)
*1 credit (2 lab hours)*
*Corequisite: MCB 2010 (*)*

**MEA 0230** **Medical Terminology for Body Systems** (PSAV)
*95 clock hours*

**MEA 0234** **Diseases, Disorders, and Treatment for Medical Assisting I** (PSAV)
*120 clock hours Prerequisite: MEA0310; Corequisite: MEA0334*

**MEA 0237** **Diseases, Disorders, and Treatment for Medical Assisting 2** (PSAV)
*120 clock hours Prerequisites: MEA0234, MEA0334; Corequisites: MEA0258, MEA0322*

**MEA 0242** **Pharmacology for the Medical Assistant** (PSAV)
*95 clock hours Prerequisites: MEA0237, MEA0258, MEA0322; Corequisites: MEA0254, MEA0520, MEA0540*

**MEA 0254** **Basic Medical Laboratory Techniques for the Medical Assistant** (PSAV)
*50 clock hours Prerequisites: MEA0237, MEA0258, MEA0322; Corequisites: MEA0242, MEA0520, MEA0540*

**MEA 0258** **Radiology for the Medical Assistant** (PSAV)
*50 clock hours Prerequisites: MEA0234, MEA0334; Corequisites: MEA0237, MEA0322*

**MEA 0310** **Introduction to Medical Office Procedures** (PSAV)
*90 clock hours Prerequisites: HSC0003, MEA0230, OTA0100, PRN0022; Current American Heart Association Basic Life Support (BLS) for Healthcare Providers CPR*

**MEA 0322** **Advanced Medical Office Procedures** (PSAV)
*75 clock hours Prerequisites: MEA0234, MEA0334; Corequisites: MEA0237, MEA0258*

**MEA 0334** **Medical Insurance and Coding** (PSAV)
*75 clock hours Prerequisite: MEA0310; Corequisite: MEA0234*

**MEA 0520** **Phlebotomy for the Medical Assistant** (PSAV)
*75 clock hours Prerequisites: MEA0237, MEA0258, MEA0322; Corequisites: MEA0242, MEA0254, MEA0540*

**MEA 0540** **Electrocardiography for the Medical Assistant** (PSAV)
*75 clock hours Prerequisites: MEA0237, MEA0258, MEA0322; Corequisites: MEA0242, MEA0254, MEA0520*

**MEA 0801** **Externship in Medical Assisting** (PSAV)
*173 clock hours Prerequisites: MEA0242, MEA0254, MEA0520, MEA0540*

**MGF 1106** **Liberal Arts Mathematics** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: A grade of "C" or above in MAT1033, or 72 & above (EA) FCELPT and 44 & above (CLM)FCELPT or/and one year of high school algebra and passing score on the placement exam (*)*

**MGF 1107** **Finite Mathematics** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: MAT 1033 or equivalent(*)*

**MKA 1511** **Advertising** (AS)
*3 credits (3 lecture hours)*

**MKA 2021** **Personal Selling** (AS)
*3 credits (3 lecture hours)*

**MMC 1000** **Survey of Communication** (AA)
*3 credits (3 lecture hours)*

**MMC 1100** **Basic News Writing for Mass Media** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: ENC 1101 or ENC 1121*

**MMC 1949C** **Mass Media Internship I** (AA)
*3 credits (1 lecture hour, 10 lab hours)*
*Prerequisite: MMC 1100 or JOU 2103*

**MMC 2949C** **Mass Media Internship II** (AA)
*3 credits (1 lecture hour, 10 lab hours)*
*Prerequisite: MMC 1100 or JOU 2103*

**MNA 2100** **Human Relations in Business** (AS)
*3 credits (3 lecture hours)*

**MNA 2303** **Introduction to Public Personnel Management** (AS)
*3 credits (3 lecture hours)*

**MNA 2345** **Principles of Supervision** (AS)
*3 credits (3 lecture hours)*

**MSS 0252** **Massage Therapy I** (PSAV)
*200 clock hours Prerequisite: HSC0003*

**MSS 0262** **Massage Therapy 2** (PSAV)
*235 clock hours Prerequisite: MSS 0252*

**MSS 0263** **Massage Therapy 3** (PSAV)
*237 clock hours Prerequisite: MSS 0262*

**MTB 1103** **Business Mathematics** (AS)
*3 credits (3 lecture hours)*

**MTG 2206** **College Geometry** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: MAT 1033 or Placement scores: ACT-20, SAT-450, CPT-72(EA) and 44(CLM)*

## MUSIC CLASSROOM / ENSEMBLE / PERFORMANCE INSTRUCTION AA
(Freshman/Sophomore)

**MUC 2301** **Introduction to Electronic Music I** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: There are no prerequisites, although basic computer skills and a fundamental knowledge of music notation is recommended*

**MUH 2018** **History and Appreciation of Jazz** (AA)
*3 credits (3 lecture hours) (*)*

**MUL 1010** **Music Appreciation** (AA)
*3 credits (3 lecture hours)(*)*

**MUL 1010** **Honors Music Appreciation** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admissions to the Honors College(*)*

**MUM 2600** **Recording Techniques I** (AA)
*3 credits (3 lecture hours)*
*Corequisite: MUM2600L*

**MUM 2600L** **Recording Techniques I Laboratory** (AA)
*1 credit (2 lab hours)*
*Corequisite: MUM2600*

**MUN 1120R** **Concert Band** (AA)
*1 credit (2 lab hours)*

**MUN 1310R** **Concert Chorus** (AA)
*1 credit (3 lab hours)*

**MUN 1430R** **Brass Ensemble** (AA)
*1 credit (2 lab hours)*

**MUN 1492R** **Guitar Ensemble** (AA)
*1 credit (2 lab hours)*

**MUN 1710AR** **12 O'clock Jazz Band (R)** (AA)
*1 credit (3 lab hours)*

**MUN 1710BR** **Jazz Trombone Ensemble (R)** (AA)
*1 credit (2 lab hours)*

**MUN 1710C** **Jazz Combo (R)** (AA)
*1 credit (3 lab hours)*
*Prerequisite to MUN 1710 C R: Audition required*

**MUN 1710D / MUN 2710D Tuesday Nite Jazz Band (R)** (AA)
*1 credit (2 lab hours)*
*Prerequisite to MUN 2710 D R: Two semesters of MUN 1710 D R and required audition*

**MUN 1710E / MUN 2710E Jazz Guitar Ensemble (R)** (AA)
*1 credit (2 lab hours)*
*Prerequisite to MUN 2710 E R: Two semesters of MUN 1710 E R and required audition*

**MUN 1720R** **Troubadours** (AA)
*1 credit (3 lab hours)*

**MUN 2510R** **Piano Vocal/Instrumental Accompanying** (AA)
*1 credit (2 lab hours)*
*Prerequisite: Required audition:*
*Corequisite: MVK1311 R or MVK2321 R*

**MUS 0010L** **Recital Seminar** (AA)
*0 credit (1 lecture hour)*

**MUT 1001** **Fundamentals of Music** (AA)
*3 credits (3 lecture hours)(*)*

**MUT 1111** **Music Theory I** (AA)
*3 credits (3 lecture hours)*
*Corequisite: MUT1241L*

**MUT 1112** **Music Theory II** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: MUT1111 with grade of "C" or better or equivalent; Corequisite: MUT1242L*

**MUT 1241L** **Ear Training and Sight Singing I** (AA)
*1 credit (2 lab hours)*
*Corequisite: MUT1111 or equivalent and MVK 1111 A or equivalent*

**MUT 1242L** **Ear Training and Sight Singing II** (AA)
*1 credit (2 lab hours)*
*Prerequisite: MUT1241L with grade of "C" or better; Corequisite: MUT1112*

**MUT 2116** **Music Theory III** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: MUT1112 with a grade of "C" or better or equivalent; Corequisite: MUT2246L*

**MUT 2117** **Music Theory IV** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: MUT2116 with a grade of "C" or better or equivalent; Corequisite: MUT2247L*

**MUT 2246L** **Ear Training and Sight Singing III** (AA)
*1 credit (2 lab hours)*
*Prerequisite: MUT1242L with a grade of "C" or better; Corequisite: MUT2116*

**MUT 2247L** **Ear Training and Sight Singing IV** (AA)
*1 credit (2 lab hours)*
*Prerequisite: MUT2246L with grade of "C" or better; Corequisite: MUT2117*

**MUT 2641L** **Instrumental Improvisation** (AA)
*1 credit (3 lab hours)*
*Prerequisite: MUT1111 or special permission*

**MVK 1111A** **Class Instruction - Piano I** (AA)
*1 credit (2 lab hours)*

**MVK 1111B** **Class Instruction - Piano II** (AA)
*1 credit (2 lab hours)*
*Prerequisite: MVK1111 A or equivalent*

**MVK 2121L** **Class Instruction - Piano III** (AA)
*1 credit (2 lab hours)*
*Prerequisite: MVK1111 B or equivalent*

**MVK 2122L** **Class Instruction - Piano IV** (AA)
*1 credit (2 lab hours)*
*Prerequisite: MVK2121L or equivalent*

**MVS 1116** **Class Instruction - Guitar I** (AA)
*1 credit (2 lab hours)*

**MVS 1117** **Class Instruction - Guitar II** (AA)
*1 credit (2 lab hours)*
*Prequisite: MVS 1116*

**MVV 1111A** **Class Instruction - Voice I** (AA)
*1 credit (2 lab hours)*

## MUSIC APPLIED PRIVATE INSTRUCTION AA
(Freshman/Sophomore)

*Corequisite: MUS0010L (Recital Seminar)*

Four semesters of applied private lessons are required for all music pre-majors. Non-music pre-majors and non-degree-seeking students may take private lessons only by permission of the Music Department chairman. Applied private lessons in the Fall and Spring terms are for one hour per week (2 credits) and numbered in the 1300/2300 series. Applied private lessons in the Summer A and Summer B terms are for one hour per week (1 credit) and numbered in the 1200/2200 series. Individual instruction in a specific musical performance area (brass, keyboard, percussion, strings, voice or woodwinds) is given, including work on proper posture, breathing, tone color and expression. If enrolled for the second or subsequent semester, the student is expected to perform in a departmental recital. The letter "R" is added to the common course number for each applied music course indicating that the course is repeatable up to nine (9) times for credit.

### FALL/SPRING TERM 1300/2300 SERIES

#### BRASSES - FRESHMAN LEVEL
*2 credits (one hour per week)*

**MVB 1311R** **Trumpet** (AA)
*Corequisite: MUN 1120 R*

**MVB 1313R** **Trombone** (AA)
*Corequisite: MUN 1120 R*

**MVB 2321R** **Trumpet** (AA)
*Prerequisite: 2 semesters of MVB1311 R w/grade of B or higher ; Corequisite: MUN 1120 R*

**MVB 2324R** **Baritone Horn** (AA)
*Prerequisite: 2 semesters of MVB 1314 R w/grade of B or higher; Corequisite: MUN 1120 R*

#### KEYBOARD - FRESHMAN LEVEL
*2 credits (one hour per week)*

**MVK 1311R** **Piano** (AA)
*Corequisite: MUN 1310 R or MUN 1120 R*

**MVJ 1314R** **Jazz Piano** (AA)
*Corequisite: MUN 1710 A or C, MUN 1310 R or MUN 1120 R*

#### KEYBOARD - SOPHOMORE
*2 credits (one hour per week)*

**MVK 2321R** **Piano** (AA)
*Prerequisite: 2 semesters of MVK1311 R w/grade of B or higher; Corequisite: MUN 1310 R or MUN 1210 R*

**MVK 2324R** **Jazz Piano** (AA)
*Prerequisite: 2 semesters of MVJ1314 R w/grade of B or higher; Corequisite: MUN 1710 C, A, or D*

#### PERCUSSION - FRESHMAN LEVEL
*2 credits (one hour per week)*

**MVP 1311R** **Percussion** (AA)
*Corequisite: MUN 1120 R*

#### PERCUSSION - SOPHOMORE LEVEL
*2 credits (one hour per week)*

**MVP 2321R** **Percussion** (AA)
*Prerequisite: 2 semesters of MVP1311 R w/grade of B or higher; Corequisite: MUN 1120R*

#### STRINGS - FRESHMAN LEVEL
*2 credits (one hour per week)*

**MVS 1314R** **String Bass** (AA)
*Corequisite: MUN 1710 C or MUN 1120 R or MUN 1310 R*

**MVS 1316R** **Classical Guitar** (AA)
*Corequisite: MUN 1492R (preferred), MUN 17120 E or MUN 1310 R*

**MVJ 1317R** **Bass Guitar** (AA)
*Corequisite: MUN 1710 C, A, E, or MUN 1310 R*

**MVJ 1313R** **Jazz Guitar** (AA)
*Corequisite: MUN 1710 E*

## FALL/SPRING TERM 1300/2300 SERIES continued

### STRINGS - SOPHOMORE LEVEL
*2 credits (one hour per week)*

**MVJ 2323R** **Jazz Guitar** (AA)
*Prerequisite: 2 semesters of MVS 1318 R w/grade of B or higher; Corequisite: MUN 1710 E*

**MVJ 2324R** **Bass Guitar** (AA)
*Prerequisite: 2 semesters of MVS 1317 R w/grade of B or higher; Corequisite: MUN 1710 E*

**MVS 2324R** **String Bass** (AA)
*Prerequisite: 2 semesters of MVS 1314 R w/grade of B or higher; Corequisite: MUN 1710 C, A, D or MUN 1120 R*

**MVS 2326R** **Classical Guitar** (AA)
*Prerequisite: 2 semesters of MVS1316 R w/grade of B or higher; Corequisite: MUN 1492 R (preferred), MUN 1710 E or MUN 1310 R*

### VOICE - FRESHMAN LEVEL
*2 credits (one hour per week)*

**MVV 1311R** **Voice** (AA)
*Prerequisite: MUN 1120 R*
*Corequisites: MUN1310 R*

### VOICE - SOPHOMORE LEVEL
*2 credits (one hour per week)*

**MVV 2321R** **Voice** (AA)
*Prerequisite: 2 semesters of MVV 1311R w/grade of B or higher plus MUN 1120 R*
*Corequisites: MUN1310 R*

### WOODWINDS - FRESHMAN LEVEL
*2 credits (one hour per week)*

**MVW 1311R** **Flute** (AA)
*Corequisite: MUN 1120 R*

**MVW 1313R** **Clarinet** (AA)
*Corequisite: MUN 1120 R*

**MVW 1315R** **Saxophone** (AA)
*Corequisite: MUN 1120 R*

### WOODWINDS - SOPHOMORE LEVEL
*2 credits (one hour per week)*

**MVW 2321R** **Flute** (AA)
*Prerequisite: 2 semesters of MVW 1311 R w/grade of B or higher*
*Corequisite: MUN 1120 R w/grade of B or higher*

**MVW 2323R** **Clarinet** (AA)
*Prerequisite: 2 semesters of MVW 1313 R w/grade of B or higher*
*Corequisite: MUN 1120R*

**MVW 2325R** **Saxophone** (AA)
*Prerequisite: 2 semesters of MVW 1315 R w/grade of B or higher*
*Corequisite: MUN 1120 R*

## SUMMER A AND SUMMER B TERMS 1200/2200 SERIES

### APPLIED TRUMPET
*(1 credit, one hour per week)*

**MVB 1212R** **Applied Horn-Freshman Level** (AA)

**MVB 2221R** **Applied Trumpet-Sophomore Level** (AA)
*Prerequisite: MVB 2321 R*

### APPLIED JAZZ PIANO, SECONDARY INSTRUMENT
*(1 credit, one hour per week)*

**MVJ 1210R Applied Jazz Piano-Freshman Level** (AA)

### APPLIED JAZZ GUITAR
*(1 credit, one hour per week)*

**MVJ 1213R** **Applied Jazz Guitar-Freshman Level** (AA)

**MVJ 2223R** **Applied Jazz Guitar-Sophomore Level** (AA)
*Prerequisite: MVS 2328 R*

### APPLIED PIANO, SECONDARY INSTRUMENT
*(1 credit, one hour per week)*

**MVK 1211R** **Applied Piano, Secondary Instrument - Freshman Level** (AA)

### APPLIED GUITAR
*(1 credit, one hour per week)*

**MVS 1216R** **Applied Guitar - Freshman** (AA)

### APPLIED VOICE
*(1 credit, one hour per week)*

**MVV 1211R** **Applied Voice - Freshman** (AA)

**MVV 2221R** **Applied Voice - Sophomore** (AA)
*Prerequisite: MVV 2321 R*

### APPLIED FLUTE
*(1 credit, one hour per week)*

**MVW 1211R** **Applied Flute - Freshman** (AA)

**NUR 1022L** **Nursing I Skills Lab** (AS)
*1 credit (3 lab hours)*
*Corequisites: BSC2086/2086L, MCB2010/2010L, NUR1023/1023L, NUR1141 (or NUR2140)*

**NUR 1023** **Nursing I** (AS)
*4 credits (4 lecture hours)*
*Corequisites: BSC2086/2086L,MCB2010/2010L, NUR1022L, NUR1023L, NUR1141 (or NUR2140)*

**NUR 1023L** **Nursing I Clinical** (AS)
*3 credits (8 clinical hours)*
*Corequisites: BSC2086/2086L, MCB2010/2010L, NUR1022L, NUR1023, NUR1141 (or NUR2140)*

**NUR 1024** **Critical Thinking in Nursing** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: BSC2085/2085L, HSC1010 (or DEP2004)*

**NUR 1141** **Introduction to Pharmacotherapeutics** (AS)
*2 credits (2 lecture hours)*
*Corequisites: MCB2010/2010L, BSC2085/2085L*

**NUR 1213** **Nursing 2** (AS)
*7 credits (7 lecture hours)*
*Prerequisites: NUR1022L, NUR1023, NUR1023L, NUR1141 (or NUR2140); Corequisites: HUN1201, NUR1213L, NUR1214L*

**NUR 1213L** **Nursing 2 Clinical** (AS)
*4 credits (12 clinical hours)*
*Prerequisites: NUR1022L, NUR1023, NUR1023L, NUR1141 (or NUR2140); Corequisites: HUN1201, NUR1213, NUR1214L*

**NUR 1214L** **Nursing 2 Skills Lab** (AS)
*1 credit (3 lab hours)*
*Prerequisites: NUR1022L, NUR1023, NUR1023L, NUR1141 (or NUR 2140); Corequisites: HUN1201, NUR1213, NUR1213L*

**NUR 2000** **Introduction to Professional Nursing** (AS)
*1 credit (3 lecture hours)*
*Prerequisite: LPN; transitional students (Nursing AS - Program Code 2301)*

**NUR 2140** **Pharmacology for Nursing** (AS)
*3 credits (3 lecture hours)*
*Corequisites: BSC2085/2085L, MCB2010/2010L*

**NUR 2261** **Nursing 3** (AS)
*6 credits (6 lecture hours)*
*Prerequisites: NUR1213, NUR1213L and NUR1214L*
*Corequisites: NUR2261L and PSY2012*

**NUR 2261L** **Nursing 3 Clinical** (AS)
*4 credits (12 clinical hours)*
*Prerequisites: NUR1141 (or NUR2140), NUR1213/1213L, NUR1214L;*
*Corequisites: NUR2261, PSY2012*

**NUR 2297** **Clinical Integration of Basic Electrocardiography For Nurses** (ATC)
*3 credits (3 lecture hours)*
*Prerequisite: Current RN license*

**NUR 2712C** **Nursing 4 Clinical** (AS)
*6 credits (3 lecture hours, 9 lab hours)*
*Prerequisites: NUR 2261/2261L, PSY2012, SYG2000;*
*Corequisites: NUR 2943L*

**NUR 2943L** **Nursing 4 Clinical Preceptorship** (AS)
*4 credits (12 lab hours)*
*Prerequisites: NUR2261/2261L, PSY2012;*
*Corequisite: NUR 2712C*

**OCE 1001** **Introduction to Oceanography** (AA)
*3 credits (3 lecture hours) (*)*

**OCE 1001L** **Introduction to Oceanography Lab** (AA)
*1 credit (2 lab hours)(*)*

**ORH 1000** **Business Practices, Regulations, Licenses, and Concerns Unique to the Landscape Industry** (AS)
*1 credit (1 lecture hour)*

**ORH 1005** **Professional Landscape Installation and Maintenance**
*3 credits (3 lecture hours)*

**ORH 1016** **Environmental Issues in Horticulture** (AS)
*3 credits (3 lecture hours)*

**ORH 1230** **Landscape Management** (AS)
*3 credits (3 lecture hours)*
*Corequisite: ORH1230L*

**ORH 1230L** **Landscape Management Lab** (AS)
*1 credit (2 lab hours)*
*Corequisite: ORH1230*

**ORH 1320** **Introduction to Palms and Their Culture** (AS)
*3 credits (3 lecture hours)*

**ORH 1512** **Plant Selections for Landscape Situations** (AS)
*3 credits (3 lecture hours)*
*Recommended Prerequisite: ORH2510 or ORH2800 (ORH2800 excellent to take simultaneously)*

**ORH 1840** **Landscape Construction** (AS)
*3 credits (3 lecture hours)*

**ORH 2220** **Turfgrass Culture** (AS)
*3 credits (3 lecture hours)*

**ORH 2241** **Arboriculture** (AS)
*3 credits (3 lecture hours)*

**ORH 2251** **Florida Horticulture Professional Preparation** (AS)
*3 credits (3 lecture hours)*

**ORH 2510** **Ornamental Plant Identification I** (AS)
*3 credits (3 lecture hours)*

**ORH 2511** **Introduction to Plants of South Florida Ecosystems** (AS)
*3 credits (3 lecture hours)*

**ORH 2515** **Plants of the South Florida Ecosystems - Grasses, Sedges, Rushes, and Grass-Like Native Plants** (AS)
*3 credits (3 lecture hours)*

**ORH 2516** **Annuals, Bedding Plants, Groundcovers, and Small Perennials** (AS)
*3 credits (3 lecture hours)*

**ORH 2521** **Horticultural Taxonomy** (AS)
*3 credits (3 lecture hours)*

**ORH 2949C** **Ornamental Horticulture Work Experience/Internship** (AS)
*3 credits (2 lecture hours, 15 lab hours)*
*Prerequisite: Student must have completed at least 12 credit hours with a minimum of 2.0 grade point average*

**ORI 2000** **Oral Interpretation of Literature** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Must meet placement requirements in English and reading to enroll in course.*

**OST 1100C** **Beginning Keyboarding** (AS)
*3 credits (1 lecture hour, 4 lab hours)*

**OST 1108** **Building Typing Speed and Accuracy** (AS)
*1 credit (1 lecture hour)*

**OST 1110C** **Intermediate Keyboarding** (AS)
*3 credits (1 lecture hour, 4 lab hours)*
*Prerequisite: OST 1100C*

**OST 1141L** **Keyboarding for Microcomputer** (AS)
*1 credit (2 lab hours)*

**OST 1355** **Records Management** (AS)
*3 credits (3 lecture hours)*

**OST 1384** **Customer Service** (AS)
*3 credits (3 lecture hours)*

**OST 1783** **Workplace Technologies** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: One of the following - CGS1030, CGS1100, OST1100C, or OST2714C*

**OST 1811** **Desktop Publishing** (AS)
*3 credits (3 lecture hours)*

**OST 1828** **Presentation Graphics for Business** (AS)
*3 credits (3 lecture hours)*

**OST 1831** **Microsoft Windows** (AS)
*1 credit (1 lecture hour)*

**OST 2335** **Business Communications** (AS)
*3 credits (3 lecture hours)*

**OST 2339** **Business English Review** (AS)
*1 credit (1 lecture hour)*

**OST 2402** **Office Procedures and Technology** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: CGS1100, OST1110C (or OST2714C)*

**OST 2431** **Legal Office Procedures** (AS)
*3 credits (3 lecture hours)*

**OST 2501** **Administrative Office Management** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: CGS1100*

**OST 2603C** **Machine Transcription** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: OST 1100C*

**OST 2621C** **Legal Transcription** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: OST 1100C and OST 2431*

**OST 2714C** **Word Processing** (AS)
*3 credits (2 lecture hours, 2 lab hours)*

**OTA 0100** **Introduction to Keyboarding/Word Processing** (PSAV)
*60 clock hours*

**OTA 0131** **Intermediate Keyboarding and Document Processing** (PSAV)
*60 clock hours Prerequisite: OTA0100*

**PCB 2350C** **Tropical Ecology** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: At least one college-level course in natural or physical sciences*

**PEO 1031C** **Individual Sports** (AA)
*3 credits (2 lecture hours, 2 lab hours)*

**PEO 1321C** **Volleyball Fundamentals and Officiating** (AA)
*3 credits (2 lecture hours, 2 lab hours)*

**PEO 2004** **Theory and Practice of Coaching a Specific Sport** (AA)
*3 credits (3 lecture hours)*

**PEO 2005** **Coaching Theory** (AA)
*3 credits (3 lecture hours)*

**PEO 2351C** **Fundamentals of Racquet Sports** (AA)
*3 credits (2 lecture hours, 2 lab hours)*

**PEO 2621C** **Fundamentals of Basketball** (AA)
*2 credits (1 lecture hour, 2 lab hours)*

**PEP 2101** **Essentials of Fitness** (AA)
*3 credits (3 lecture hours)*

**PET 2622** **Care and Prevention of Athletic Injuries** (AA)
*3 credits (3 lecture hours)*

**PGY 1118C** **Color Photography I** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: PGY 1401C*

**PGY 1401C** **Introduction to Photography** (AA)
*3 credits (2 lecture hours, 2 lab hours)*

**PGY 2445C** **Experimental Photography** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: PGY 1401C or instructor permission required*

**PGY 2801C** **Digital Photography I** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: PGY 1401C or permission of instructor*

**PGY 2802C** **Digital Photography II** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: PGY 1401C, PGY 2801C or permission of instructor*

**PHI 1010** **Introduction to Philosophy** (AA)
*3 credits (3 lecture hours)*

**PHI 1100** **Critical Reasoning** (AA)
*3 credits (3 lecture hours)*

**PHI 1600** **Ethics** (AA)
*3 credits (3 lecture hours)*

**PHY 1001** **Applied Physics** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: MAC 1105 (*)*

**PHY 2048** **General Physics with Calculus I** (AA)
*4 credits (4 lecture hours)*
*Prerequisite: MAC 2311; Corequisite: PHY 2048L (*)*

**PHY 2048L** **General Physics I and General Physics with Calculus I Lab** (AA)
*1 credit (2 lab hours)*
*Corequisite: PHY 2053 or PHY 2048 (*)*

**PHY 2049** **General Physics with Calculus II** (AA)
*4 credits (4 lecture hours)*
*Prerequisites: PHY 2048; Corequisite: PHY 2049L and MAC 2312 (*)*

**PHY 2049L** **General Physics II and General Physics with Calculus II Lab** (AA)
*1 credit (2 lab hours)*
*Prerequisite: PHY2048L; Corequisite: PHY2049 or PHY2054 (*)*

**PHY 2053** **General Physics I** (AA)
*4 credits (4 lecture hours)*
*Prerequisite: MAC 1105; Corequisites:MAC 1114, PHY 2048L(*)*

**PHY 2053** **Honors General Physics I** (AA)
*4 credits (4 lecture hours)*
*Prerequisite: MAC 1105 and Admission to the Honors College; Corequisites: MAC 1114, PHY 2048L (*)*

**PHY 2054** **General Physics II** (AA)
*4 credits (4 lecture hours)*
*Prerequisites: PHY 2053 and PHY 2048L; Corequisite: PHY 2049L (*)*

**PLA 1003** **Introduction to Paralegalism** (AS)
*3 credits (3 lecture hours)*

**PLA 1104** **Legal Writing and Research I** (AS)
*3 credits (3 lecture hours)*

**PLA 1273** **Tort Law** (AS)
*3 credits (3 lecture hours)*

**PLA 1949C** **Co-op Legal Assistant I** (AS)
*3 credits (1 lecture hour, 10 lab hours)*

**PLA 2114** **Legal Writing and Research II** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: PLA 1104*

**PLA 2209** **Court System: Procedures and Pleadings I** (AS)
*3 credits (3 lecture hours)*

**PLA 2229** **Court System: Procedures and Pleadings II** (AS)
*3 credits (3 lecture hours)*
*Prerequisite or corequisite: PLA 2209*

**PLA 2465** **Bankruptcy Law and Procedure** (AS)
*2 credits (2 lecture hours)*

**PLA 2483** **Administrative Law** (AS)
*3 credits (3 lecture hours)*

**PLA 2600** **Administration of Estates** (AS)
*3 credits (3 lecture hours)*

**PLA 2611** **Real Estate Law and Property Transactions** (AS)
*3 credits (3 lecture hours)*

**PLA 2630** **Real Estate Closing and Document Preparation** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: PLA2611*

**PLA 2762** **Paralegal Office Systems** (AS)
*3 credits (3 lecture hours)*

**PLA 2800** **Family Law** (AS)
*3 credits (3 lecture hours)*

**PLA 2841** **Immigration Law & Procedures** (AS)
*2 credits (2 lecture hours)*

**PLS 2220** **Plant Propagation** (AS)
*3 credits (3 lecture hours)*

**PMA 2213** **Plant Pest Management** (AS)
*3 credits (3 lecture hours)*

**PMT 0108** **Introduction to Welding** (PSAV)
*120 clock hours*
*Corequisites: VPI0100, VPI0200, VPI0300*

**PMT 0109** **Introduction to Welding II** (PSAV)
*120 clock hours*
*Corequisites: PMT0108, VPI0100, VPI0200, VPI0300*

**PMT 0126** **Shielded Metal Arc Welding** (PSAV)
*120 clock hours*
*Corequisites: PMT0109, VPI0100, VPI0200, VPI0300*

**PMT 0127** **Shielded Metal Arc Welding Advanced** (PSAV)
*120 clock hours*
*Corequisites: PMT0126, VPI0100, VPI0200, VPI0300*

**PMT 0143** **Flux Cored Arc Welding** (PSAV)
*120 clock hours*
*Corequisites: PMT0147, VPI0100, VPI0200, VPI0300*

**PMT 0147** **Gas Metal Arc Welding** (PSAV)
*120 clock hours*
*Corequisites: PMT0127, VPI0100, VPI0200, VPI0300*

**PMT 0150** **Gas Tungsten Arc Welding** (PSAV)
*120 clock hours*
*Corequisites: PMT0143, VPI0100, VPI0200, VPI0300*

**PMT 0151** **Gas Tungsten Arc Welding - Advanced** (PSAV)
*120 clock hours*
*Corequisites: PMT0150, VPI0100, VPI0200, VPI0300*

**PMT 0167** **Pipe Welding** (PSAV)
*120 clock hours*
*Corequisites: PMT0151, VPI0100, VPI0200, VPI0300*

**PMT 0168** **Pipe Welding Advanced** (PSAV)
*90 clock hours*
*Corequisites: PMT0167, VPI0100, VPI0200, VPI0300*

**PMT 0201** **Shop Math, Blueprints and Measurements** (PSAV)
*120 clock hours*
*Corequisites: PMT0202, VPI0100, VPI0200, VPI0300*

**PMT 0202** **Introduction To Machining** (PSAV)
*120 clock hours*
*Corequisites: VPI0100, VPI0200, VPI0300*

**PMT 0211** **Manual Machining** (PSAV)
*120 clock hours*
*Corequisites: PMT0201, VPI0100, VPI0200, VPI0300*

**PMT 0228** **Advanced CNC Concepts** (PSAV)
*120 clock hours*
*Corequisites: PMT0259, VPI0100, VPI0200, VPI0300*

**PMT 0229** **Inspection Methods** (PSAV)
*120 clock hours*
*Corequisites: PMT0230, VPI0100, VPI0200, VPI0300*

**PMT 0230** **Manual Machining - Advanced** (PSAV)
*120 clock hours*
*Corequisites: PMT0211, VPI0100, VPI0200, VPI0300*

**PMT 0251** **Introduction to CNC Machining** (PSAV)
*120 clock hours*
*Corequisites: PMT0260, VPI0100, VPI0200, VPI0300*

**PMT 0258** **CNC Milling Methods** (PSAV)
*120 clock hours*
*Corequisites: PMT0251, VPI0100, VPI0200, VPI0300*

**PMT 0259** **CNC Lathe Methods** (PSAV)
*120 clock hours*
*Corequisites: PMT0258, VPI0100, VPI0200, VPI0300*

**PMT 0260** **Introduction to CAD/CAM Programming** (PSAV)
*120 clock hours*
*Corequisites: PMT0510, VPI0100, VPI0200, VPI0300*

**PMT 0265** **Machining Technologies** (PSAV)
*120 clock hours*
*Corequisites: PMT0228 (or PMT0290), VPI0100, VPI0200, VPI0300*

**PMT 0290** **Machining Field Experience 1** (PSAV)
*120 clock hours*
*Corequisites: PMT0259, VPI0100, VPI0200, VPI0300*

**PMT 0291** **Machining Field Experience 2** (PSAV)
*120 clock hours*
*Corequisites: PMT0228 (or PMT0290) , VPI0100, VPI0200, VPI0300*

**PMT 0500** **Manufacturing Methods** (PSAV)
*120 clock hours*
*Corequisites: PMT0229, VPI0100, VPI0200, VPI0300*

**PMT 0510** **Manufacturing Methods - Advanced** (PSAV)
*120 clock hours*
*Corequisites: PMT0500, VPI0100, VPI0200, VPI0300*

**POS 1001** **Introduction to Political Science** (AA)
*3 credits (3 lecture hours) (*)*

**POS 1041** **Introduction to American Government** (AA)
*3 credits (3 lecture hours) (*)*

**POS 1041** **Honors Introduction to American Government** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College (*)*

**POS 2112** **American State and Local Government** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: POS1001, POS1041 or permission of instructor (*)*

**PRN 0000** **Fundamentals of Nursing** (PSAV)
*100 clock hours*

**PRN 0010** **Comprehensive Nursing and Transitional Skills** (PSAV)
*106 clock hours*

**PRN 0021** **Growth/Development and Nutrition** (PSAV)
*96 clock hours*

**PRN 0022** **Body Structure and Function** (PSAV)
*69 clock hours*

**PRN 0030** **Introduction to Drug Therapy** (PSAV)
*100 clock hours*

**PRN 0100** **Maternal and Newborn Health** (PSAV)
*86 clock hours*

**PRN 0201** **Medical-Surgical Nursing 1** (PSAV)
*104 clock hours*

**PRN 0202** **Medical-Surgical Nursing 2** (PSAV)
*115 clock hours*

**PRN 0203** **Medical-Surgical Nursing 3** (PSAV)
*123 clock hours*

**PRN 0206** **Medical-Surgical Nursing 4 Including Pediatrics** (PSAV)
*101 clock hours*

**PRN 0385** **Introduction to Medical/Surgical Nursing 1** (PSAV)
*78 clock hours Prerequisites: HSC0003, PRN0000, PRN0021, PRN0022, and PRN0500*

**PRN 0386** **Introduction to Medical/Surgical Nursing 2** (PSAV)
*104 clock hours Prerequisites: HSC0003, PRN0000, PRN0021, PRN0022, PRN0385, PRN0500*

**PRN 0500** **Principles of Basic Nursing Skills** (PSAV)
*90 clock hours*

**PSC 1341** **Physical Science for Today's World** (AA)
*3 credits (3 lecture hours)(*)*

**PSY 2012** **General Psychology** (AA)
*3 credits (3 lecture hours) (*)*

**PTA 0301R** **Sheet Metal Cooperative I (First Year)** (PSAV)
*475 clock hours*

**PTA 0302R** **Sheet Metal Cooperative II (Summer)** (PSAV)
*350 clock hours*

**PTA 0303R** **Sheet Metal Cooperative III (Second Year)** (PSAV)
*475 clock hours*

**PTA 0304R** **Sheet Metal Cooperative IV (Summer)** (PSAV)
*350 clock hours*

**PTA 0305R** **Sheet Metal Cooperative V (Third Year)** (PSAV)
*475 clock hours*

**PTA 0306R** **Sheet Metal Cooperative VI (Summer)** (PSAV)
*350 clock hours*

**PTA 0307R** **Sheet Metal Cooperative VII (Fourth Year)** (PSAV)
*475 clock hours*

**PTA 0308R** **Sheet Metal Cooperative VIII (Summer)** (PSAV)
*350 clock hours*

**PTA 0391** **Sheet Metal Apprenticeship 1** (PSAV)
*72 clock hours*

**PTA 0392** **Sheet Metal Apprenticeship 2** (PSAV)
*72 clock hours*

**PTA 0393** **Sheet Metal Apprenticeship 3** (PSAV)
*72 clock hours*

**PTA 0394** **Sheet Metal Apprenticeship 4** (PSAV)
*72 clock hours*

**PTA 0395** **Sheet Metal Apprenticeship 5** (PSAV)
*72 clock hours*

**PTA 0396** **Sheet Metal Apprenticeship 6** (PSAV)
*72 clock hours*

**PTA 0397** **Sheet Metal Apprenticeship 7** (PSAV)
*72 clock hours*

**PTA 0398** **Sheet Metal Apprenticeship 8** (PSAV)
*72 clock hours*

**REA 0001** **College Prep Reading I** (Prep)
*3 institutional credits (3 lecture hours)*
*Corequisite: SLS 1501*

**REA 0002** **College Prep Reading II** (Prep)
*3 institutional credits (3 lecture hours)*
*Prerequisite: College Placement Score (CPT) of 61 or above or successful completion of REA 0001;*
*Corequisite: SLS 1501*

**REE 0042** **Real Estate Broker** (PSAV)
*72 clock hours Prerequisites: Must have a real estate license, completed a 45-Hour Post-Licensure Real Estate class and department permission.*

**REE 0047** **Florida Real Estate Sales Agent** (PSAV)
*63 clock hours*

**REL 1240** **The New Testament** (AA)
*3 credits (3 lecture hours)*

**REL 2300** **Introduction to the Major Religions of the World** (AA)
*3 credits (3 lecture hours)*

**RET 1272** **Fundamentals of Respiratory Care I** (AS)
*9 credits (9 lecture hours)*
*Corequisites: RET1272L, RET1874L*

**RET 1272L** **Fundamentals of Respiratory Care I Laboratory** (AS)
*3 credits (6 lab hours)*
*Coreqiusites: RET1272, RET1874L*

**RET 1273** **Fundamentals of Respiratory Care II** (AS)
*6 credits (6 lecture hours)*
*Prerequisites: RET 1272/1272L, RET 1874L;*
*Corequisites: RET 1273L, RET 1875L*

**RET 1273L** **Fundamentals of Respiratory Care II Laboratory** (AS)
*2 credits (4 lab hours)*
*Prerequisites: RET 1272/1272L, RET 1874L;*
*Corequisites: RET 1273, RET 1875L*

**RET 1874L** **Clinical Internship I** (AS)
*1 credit (8 lab hours)*
*Corequisites: RET1272 and RET1272L*

**RET 1875L** **Clinical Internship II** (AS)
*3 credits (24 lab hours)*
*Prerequisites: RET 1272/1272L, RET 1874L;*
*Corequisites: RET 1273/1273L*

**RET 1876C** **Clinical Internship III** (AS)
*4 credits (3 lecture hours, 12 lab hours)*
*Prerequisites: RET1273/1273L, RET1875L*

**RET 2280C** **Fundamentals of Respiratory Care Therapy III** (AS)
*7 credits (6 lecture hours, 2 lab hours)*
*Prerequisites: RET 1273/1273L, RET 1876C;*
*Corequisite: RET 2877L*

**RET 2534C** **Fundamentals of Respiratory Care Therapy IV** (AS)
*7 credits (6 lecture hours, 2 lab hours)*
*Prerequisites: RET 2280C, RET 2877L*
*Corequisite: RET 2878L*

**RET 2877L** **Clinical Internship IV** (AS)
*2 credits (16 lab hours)*
*Prerequisite: RET1876C; Corequisite: RET2280C*

**RET 2878L** **Clinical Internship V** (AS)
*2 credits (16 lab hours)*
*Prerequisites: RET 2877L; Corequisite: RET 2534C*

**RMI 0091** **Property and Casualty/General Lines** (PSAV)
*200 clock hours*

**RMI 0092** **Life, Health and Variable Annuities** (PSAV)
*40 clock hours*

**RTE 1000** **Introduction to Radiography** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: Program Admission*

**RTE 1401** **Radiographic Imaging I** (AS)
*2 credits (2 lecture hours)*
*Prerequisite: RTE1000; Corequisite: RTE1401L*

**RTE 1401L** **Radiographic Imaging I Lab** (AS)
*1 credit (2 lab hours)*
*Prerequisite: RTE1000; Corequisite: RTE1401*

**RTE 1457** **Radiographic Imaging 2** (AS)
*2 credits (2 lecture hours)*
*Prerequisite: RTE1401; Corequisite: RTE1457L*

**RTE 1457L** **Radiographic Imaging 2 Lab** (AS)
*1 credit (2 lab hours)*
*Prerequisite: RTE1401L; Corequisite: RTE1457*

**RTE 1503** **Radiographic Procedures I** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: Program Admission*
*Corequisites: RTE1503L and RTE1804*

**RTE 1503L** **Radiographic Procedures I Lab** (AS)
*1 credit (2 lab hours)*
*Prerequisite: Program Admission*
*Corequisite: RTE1503*

**RTE 1513** **Radiographic Procedures 2** (AS)
*2 credits (2 lecture hours)*
*Prerequisite: RTE1503; Corequisites: RTE1513L and RTE1814*

**RTE 1513L** **Radiographic Procedures 2 Lab** (AS)
*1 credit (2 lab hours)*
*Prerequisite: RTE1503L; Corequisite: RTE1513*

**RTE 1523** **Radiographic Procedures 3** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: RTE1513; Corequisites: RTE1523L and RTE1824*

**RTE 1523L** **Radiographic Procedures 3 Lab** (AS)
*1 credit (2 lab hours)*
*Prerequisite: RTE1513L; Corequisite: RTE1523*

**RTE 1804** **Radiographic Clinical Education I** (AS)
*3 credits (24 clinical hours)*
*Corequisite: RTE 1503*

**RTE 1814** **Radiographic Clinical Education 2** (AS)
*2 credits (18 clinical hours)*
*Prerequisite: RTE1804; Corequisite: RTE1513*

**RTE 1824** **Radiographic Clinical Education 3** (AS)
*3 credits (24 clinical hours)*
*Prerequisite: RTE1814; Corequisite: RTE1523*

**RTE 2130** **Pharmacology for Medical Imaging** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: RTE2563 or Registered Technologist;*
*Corequisite: RTE2854*

**RTE 2385** **Radiobiology** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: RTE2613*

**RTE 2473L** **Radiography Seminar** (AS)
*2 credits (4 lab hours)*
*Corequisite: RTE2385*

**RTE 2533** **Radiographic Procedures 4** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: RTE1523; Corequisites: RTE2533L and RTE2834*

**RTE 2533L** **Radiographic Procedures 4 Lab** (AS)
*1 credit (2 lab hours)*
*Corequisite: RTE2533*

**RTE 2563** **Advanced Medical Imaging** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: RTE2533; Corequisite: RTE2844*

**RTE 2571** **Computed Tomography I** (ATC)
*3 credits (3 lecture hours)*
*Pre or Corequisite: RTE 2762*

**RTE 2571L** **Computed Tomography Clinical Education** (ATC)
*3 credits (18 clinical hours)*

**RTE 2575** **Introduction to Magnetic Resonance Imaging** (ATC)
*3 credits (3 lecture hours)*
*Prerequisite: Must be ARRT(R) or registry eligible; Prerequisite or corequisite: RTE 2762*

**RTE 2576L** **Magnetic Resonance Imaging II** (ATC)
*3 credits (3 lecture hours)*

**RTE 2576** **Magnetic Resonance Imaging Clinical Education 2** (ATC)
*3 credits (24 lab hours)*
*Corequisite: RTE2575L*

**RTE 2577L** **Magnetic Resonance Imaging Clinical Education I** (ATC)
*3 credits (24 lab hours)*
*Prerequisite: Instructor approval is required*

**RTE 2613** **Radiologic Physics** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: RTE1457*

**RTE 2762** **Cross Sectional Anatomy** (AS)
*3 credits (3 lecture hours)*

**RTE 2834** **Radiographic Clinical Education 4** (AS)
*3 credits (24 clinical hours)*
*Prerequisite: RTE1824; Corequisite: RTE2533*

**RTE 2844** **Radiographic Clinical Education 5** (AS)
*2 credits (18 clinical hours)*
*Prerequisite: RTE2834; Corequisite: RTE2563*

**RTE 2854** **Radiographic Clinical Education 6** (AS)
*3 credits (24 clinical hours)*
*Prerequisite: RTE2844; Corequisite: RTE2130*

**RTV 1100C** **Writing for Broadcast and Documentary Production** (AS)
*3 credits (2 lecture hours, 2 lab hours)*

**RTV 1201C** **Videography** (AS)
*3 credits (2 lecture hours, 2 lab hours)*

**RTV 2000C** **Television Studio Production** (AA)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisites: FIL1518C, RTV1201C*

**RTV 2245C** **News Magazine Production** (AS)
*4 credits (3 lecture hours, 2 lab hours)*
*Prerequisite or Corequisite: FIL2361C*

**RTV 2250C** **Feature Documentary Post-Production** (AS)
*3 credits (2 lecture hours, 2 lab hours)*
*Prerequisite: RTV2335C*

**RTV 2333C** **Documentary Production** (AS)
*4 credits (3 lecture hours, 2 lab hours)*
*Prerequisite or Corequisite: FIL2361C*

**RTV 2335C** **Feature Documentary Production** (AS)
*4 credits (3 lecture hours, 2 lab hours)*
*Prerequisite: RTV2333C*

**RTV 2710** **Freelance Producing for the Broadcast Industry** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: RTV2245C*

**RTV 2940** **Broadcast Internship I** (AS)
*3 credits (24 lab hours)*
*Prerequisite: FIL2361C*

**SBM 2000** **Small Business Management** (AS)
*3 credits (3 lecture hours)*

**SLS 1300** **Career Self-Assessment** (AA)
*1 credit (1 lecture hour)*

**SLS 1301** **Career Development** (AA)
*3 credits (3 lecture hours)*

**SLS 1302** **Career Information and Decision-Making** (AA)
*1 credit (1 lecture hour)*

**SLS 1303** **Job Search** (AA)
*1 credit (1 lecture hour)*

**SLS 1501** **Strategies for College Success** (AA)
*3 credits (3 lecture hours)*

**SLS 2261** **Leadership Development** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: ENC 1101 or ENC 1121, SPC 1017 (With permission of the instructor, any and/or all pre-requisites may be waived.)*

**SON 1000** **Practical Aspects of Sonography I** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: SON1100 and SON1311; Corequisites: SON1111, SON1121 and SON1614*

**SON 1001** **Practical Aspects of Sonography II** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: SON1111, SON1614, SON1000; Corequisites: SON 1112, SON 1618, SON 1814L*

**SON 1100** **Principles and Protocols of Sonography** (AS)
*3 credits (3 lecture hours)*
*Corequisite: SON1311*

**SON 1111** **Abdominal Sonography I** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: SON1100 and SON1311; Corequisites: SON1000, SON1121 and SON1614*

**SON 1112** **Abdominal Sonography II** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: SON1111, SON1121, and SON1614; Corequisites: SON1122, SON1618, and SON1001*

**SON 1121** **Sonographic OB/GYN I** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: SON1100 and SON1311; Corequisites: SON1000, SON1111, SON1614*

**SON 1122** **Sonographic OB/GYN 2** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: SON1111, SON1121, and SON1614; Corequisites: SON1112, SON1618, and SON1001*

**SON 1170** **Sonography of the Circulatory System** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: SON1112, SON1122, SON1814L; Corequisite: SON1824L*

**SON 1311** **Sonography Cross Sectional Anatomy** (AS)
*2 credits (2 lecture hours)*
*Corequisite: SON1100*

**SON 1614** **Medical Sonographic Physics I** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: SON1100, SON1311; Corequisites: SON1000, SON1111 and SON1121*

**SON 1618** **Medical Sonographic Physics II** (AS)
*3 credits (3 lecture hours)*
*Prerequisites: SON1111, SON1121 and SON1211; Corequisites: SON1112, SON1122 and SON1001*

**SON 1804L** **Clinical Education I** (AS)
*3 credits (24 clinical hours)*
*Prerequisites: SON1100 and SON1311*
*Corequisites: SON1111, SON1121 and SON1614*

**SON 1814L** **Clinical Education II** (AS)
*3 credits (24 clinical hours)*
*Prerequisites: SON1111, SON1211 and SON1804L; Corequisites: SON1112, SON1122 and SON1618*

**SON 1824L** **Clinical Education III** (AS)
*4 credits (32 clinical hours)*
*Prerequisites: SON1112, SON1122 and SON1814L*

**SOP 2740** **Feminist Psychology** (AA)
*3 credits (3 lecture hours)*

**SPC 1017** **Fundamentals of Speech Communication** (AA)
*3 credits (3 lecture hours)*

**SPC 1017** **Honors Fundamentals of Speech Communication** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College (*)*

**SPC 2052** **Voice and Diction** (AA)
*3 credits (3 lecture hours)*

**SPC 2300** **Introduction to Interpersonal Communication** (AA)
*3 credits (3 lecture hours)*

**SPC 2511** **Argumentation and Debate** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: SPC 1017 or permission of instructor*

**SPC 2608** **Public Speaking** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: SPC 1017 or permission of instructor*

**SPN 1120** **Elementary Spanish I** (AA)
*4 credits (4 lecture hours) (*)*

**SPN 1120** **Honors Elementary Spanish I** (AA)
*4 credits (4 lecture hours)*
*Prerequisite: Admission to the Honors College (*)*

**SPN 1121** **Elementary Spanish II** (AA)
*4 credits (4 lecture hours)*
*Prerequisite: SPN1120 or equivalent (*)*

**SPN 1121** **Honors Elementary Spanish II** (AA)
*4 credits (4 lecture hours)*
*Prerequisite: SPN1120 or equivalent and admission to the Honors College (*)*

**SPN 2200** **Intermediate Spanish I** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: SPN 1121 or equivalent (*)*

**SPN 2201** **Intermediate Spanish II** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: SPN 1121 or permission of department chair(*)*

**SPN 2240** **Intermediate Conversational Spanish I** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: SPN 1121 or equivalent*

**SPN 2241** **Intermediate Conversational Spanish II** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: SPN 1121 or equivalent*

**STA 1021** **Probability and Statistics** (AA)
*1 credit (1 lecture hour)*
*Prerequisites: A grade of "C" or above in MAT1033, or 72 & above (EA) FCELPT and 44 & above (CLM) FCELPT or/and one year of high school algebra and passing score on the placement exam*

**STA 2023** **Statistics** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: A grade of C or better in MAT 1033 or adequate score on the placement exam and two years of high school algebra (*)*

**STA 2023** **Honors Statistics** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: A grade of C or better in MAT 1033 and admission to the Honors College (*)*

**STS 0003** **Introduction to Surgical Technology** (PSAV)
*96 clock hours*

**STS 0003L** **Introduction to Clinical Practicum** (PSAV)
*48 clock hours Corequisite: STS0008*

**STS 0005C** **Principles of Asepsis** (PSAV)
*96 clock hours Corequisite: STS0150C*

**STS 0008** **Pharmacology for the Surgical Technologist** (PSAV)
*48 clock hours Corequisite: STS0003L*

**STS 0120** **Surgical Specialties I** (PSAV)
*32 clock hours Corequisite: STS0255L*

**STS 0121** **Surgical Specialties 2** (PSAV)
*32 clock hours Corequisite: STS0256L*

**STS 0150C** **Surgical Technology Procedures** (PSAV)
*96 clock hours Corequisite: STS0005C*

**STS 0155L** **Operating Room Technique** (PSAV)
*96 clock hours*

**STS 0255L** **Surgical Specialties 1 Clinical** (PSAV)
*184 clock hours Corequisite: STS0120*

**STS 0256L** **Surgical Specialties 2 Clinical** (PSAV)
*184 clock hours Corequisite: STS0121*

**STS 0805** **Perioperative Anatomy and Medical Terminology** (PSAV)
*48 clock hours Corequisite: STS0805L*

**STS 0805L** **Perioperative Anatomy Lab** (PSAV)
*48 clock hours Corequisite: STS0805*

**STS 0949C** **Clinical Practicum** (PSAV)
*185 clock hours*

**SUR 1101C** **Basic Surveying and Mapping** (AS)
*3 credits (2 lecture hours, 2 lab hours)*

**SWS 1102** **Soils and Fertilizers** (AS)
*3 credits (3 lecture hours)*

**SYG 1230** **American Minorities Today** (AA)
*3 credits (3 lecture hours) (*)*

**SYG 1251** **Cross-Cultural Communication** (AA)
*3 credits (3 lecture hours)*

**SYG 2000** **Introduction to Sociology** (AA)
*3 credits (3 lecture hours) (*)*

**SYG 2000** **Honors Introduction to Sociology** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: Admission to the Honors College (*)*

**SYG 2010** **American Social Problems** (AA)
*3 credits (3 lecture hours) (*)*

**SYG 2361** **Death and Dying** (AA)
*3 credits (3 lecture hours)*

**SYG 2430** **Marriage and Family** (AA)
*3 credits (3 lecture hours)*

**TAX 2000** **Federal Income Tax I** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: ACG 2022 or instructor permission required*

**TAX 2010** **Federal Income Tax II** (AS)
*3 credits (3 lecture hours)*
*Prerequisite: TAX 2000 or equivalent*

**THE 1000** **Theatre Appreciation** (AA)
*3 credits (3 lecture hours) (*)*

**THE 2051** **Theater for a Children's Audience** (AA)
*3 credits (3 lecture hours)*

**THE 2300** **Dramatic Literature** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: THE 1000*

**THE 2925R** **Play Production** (AA)
*1 credit (2 lab hours)*

**TPP 1120 R** **Improvisation for the Actor** (AA)
*1 credit (2 lab hours)*

**TPA 1200** **Stagecraft I** (AA)
*3 credits (3 lecture hours)*

**TPA 1211** **Advanced Stagecraft** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: TPA 1200*

**TPA 2290R** **Technical Theater Lab I** (AA)
*1 credit (2 lab hours)*

**TPP 1600** **Playwriting** (AA)
*3 credits (3 lecture hours)*

**TPP 2100** **Acting I** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: THE 1000 or special permission of the department chair*

**TPP 2111** **Acting II** (AA)
*3 credits (3 lecture hours)*
*Prerequisite: TPP 2100 or permission of department chair*

**TPP 2190R** **Rehearsal and Performance I** (AA)
*1 credit (2 lab hours)*

**TPP 2300** **Directing** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: THE1000, TPP2100, TPA1200*

**TPP 2510** **Movement for the Theater** (AA)
*3 credits (3 lecture hours)*

**TPP 2700** **Freeing the Actor's Voice** (AA)
*3 credits (3 lecture hours)*

**VEC 1201** **Vegetable Growing and Edible Landscaping** (AS)
*3 credits (3 lecture hours)*

**VPI 0100** **Vocational Preparatory Reading**
*20 clock hours*

**VPI 0200** **Vocational Preparatory Mathematics**
*30 clock hours*

**VPI 0300** **Vocational Preparatory Language**
*20 clock hours*

**WOH 1012** **Ancient and Medieval History** (AA)
*3 credits (3 lecture hours)*

**WOH 1022** **Modern World History** (AA)
*3 credits (3 lecture hours)*

**ZOO 2303** **Vertebrate Zoology** (AA)
*3 credits (3 lecture hours)*
*Prerequisites: BSC1011 and BSC1011L*
*Corequisite: ZOO2303L*

**ZOO 2303L** **Vertebrate Zoology Lab** (AA)
*1 credit (3 lab hours)*
*Prerequisites: BSC1011 and BSC1011L*
*Corequisite: ZOO2303*

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**Copper, Michael**
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Professor III, Computer Science

**Cornwell, Douglas W.**
M.L.S., Syracuse University
Associate Professor, Library Learning Resource Center

**Cota, Jo Lana**
Certificate of Surgical Technology, Palm Beach State College
Instructor, Surgical Technology

**Courtney, Colleen M.**
M.Ed., Florida Atlantic University
Professor I, Student Success

**Cox, Eugenia**
Ph.D., All-Russian Scientific-Research Institute of Geophysical Prospecting Methods
Associate Professor, Mathematics

**Crane, Lori**
M.A., Ball State University
Associate Professor, Speech Communications

**Cuan, Omar**
M.A., University of Miami
Associate Professor, History

**D'Agati, Robin**
M.A.C., Florida Atlantic University
Associate Professor, Accounting

**Danso, Emmanuel A.**
M.A.C., University of Miami
Associate Professor, Accounting

**de Beaufort, Jacques**
M.F.A., University of Virginia
Associate Professor, Art

**Demarco, Shernett**
M.S.N, Mercy College
Associate Professor, Nursing

**Dennis, Michael H.**
A.S., Benjamin Franklin Institute of Boston
Instructor, Automotive Service Technology

**DePaolo, Joseph**
Ed.D., Nova Southeastern University
Professor III, Education

**Diaz, Gisela M.**
M.S., Florida State University
Associate Professor, Psychology

**Difederico-Yates, Adina**
M.S.N., South University
Associate Professor, Nursing

**Dilgen, Regina**
M.A., Florida Atlantic University
Professor II, English

**Domnitch, Jay H.**
M.S.T., Middle Tennessee State University
Associate Professor, Mathematics

**Doran, Eileen**
B.S., Florida Atlantic University
Assistant Professor, Mathematics

**Duffey, Lydia**
M.S., Independent University
Assistant Professor, Dental Health Services

**Duncan, David D.**
M.A., Atlanta University
Professor II, English

**Duncombe, Tcherina**
M.S., Florida Atlantic University
Professor I, Biology

**Escoffery, Leonie**
M.A., Florida Atlantic University
Associate Professor, Speech Communications

**Espinosa, Zenaida I.**
M.S., Florida State University
Associate Professor, Art

**Fairbanks, Tod**
Ph.D., Rush University
Professor II, Biology

**Faquir, Maqsood M.**
Ed.S., Florida Atlantic University
Professor II, Health Education

**Fawcett, Colleen**
Ph.D., Empresarial University of Costa Rica
Professor III, Early Childhood Education

**Fazelpour, Alireza**
M.S., Middle East Technical University
Associate Professor, Computer Science

**Feliciano, Nazare**
M.A., School of the Art Institute of Chicago
Professor I, Art

**Fielder, Birgitta**
A.S., Palm Beach State College
Instructor, Patient Care Assistant

**Findley, Brian**
M.Ed., Florida Atlantic University
Professor I, Health Education

**Fine, Africa**
M.A., Florida Atlantic University
Associate Professor, English

**Fleisher, Richard S.**
M.S., Syracuse University
Associate Professor, Physics

**Flynn, Kerry**
M.S., Nova Southeastern University
Associate Professor, Dental Health Services

**Fontenot, Danny W.**
B.S., Nova Southeastern University
Assistant Professor, Hospitality

**Frever, Trinna**
Ph.D., Michigan State University
Professor II, English

**Frieary, Debra F.**
A.S.S., Orange County Community College
Instructor, Practical Nursing

**Friedman, Paul**
M.A., Union Institute & University
Associate Professor, Crime Scene Technology

**Frishman, Stephen**
Ph.D., Wayne State University
Professor I, Speech Communications

**Froehlich, Patricia**
M.S., Long Island University
Professor I, Nutrition & Biology

**Gailey, James R.**
M.Ed., Georgia Southern College
Associate Professor, Health Education

**Galvin, Mary**
Ph.D., State University of New York
Professor I, English

**Garcia-Landry, Maria**
M.S., Nova Southeastern University
Associate Professor, English

**Gaylord, Cory**
Ph.D., University of Tennessee
Professor III, Nursing

**Gent, Victor**
J.D., University of Kansas
Professor I, Speech Communications

**Geppert, Andrew J.**
B.S., University of North Carolina
Instructor, Machining Technology

**Gibble, David L.**
M.S., University of North Texas
Associate Professor, Music

**Gibson, Stephen M.**
M.A., Syracuse University
Associate Professor, English

**Gieffers, Alessandra**
M.A., Hunter College,
City University of New York
Professor I, Art

**Gill, Sofia**
M.B.A., Florida Institute of Technology
Associate Professor, Computer Science

**Glass, Paula**
M.S., Florida International University
Professor I, Nursing

**Goegelman, Cindy M.**
M.S.N., Emory University
Associate Professor, Nursing

**Goldman, Barbara**
M.S., Syracuse University
Associate Professor, Nutrition

**Gorgevska, Alexandra**
Ph.D., Wayne State University
Professor I, Bio-Chemistry

**Gossman, David C.**
D.B.A., Nova Southeastern University
Professor I, Business

**Graham, William G.**
B.A., University of Florida
Associate Professor, Business

**Grasso, Marie**
M.S., Adelphi University
Associate Professor, Physical Science

**Graziose, James**
M.S., Nova Southeastern University
Associate Professor, Mathematics

**Grimm, Carol C.**
M.C.S., Nova Southeastern University
Associate Professor, Computer Science

**Gupta, Sapna**
Ph.D., University of Toledo
Professor III, Chemistry

**Hamlin, Allen C.**
M.S., Florida Atlantic University
Associate Professor, Mathematics

**Hamlin, Monica L.**
J.D., Florida State University
Associate Professor, Student Success

**Harn, H. Marty**
B.S., Nova Southeastern University
Instructor, Criminal Justice

**Hartman, Wendy**
M.S., Florida Atlantic University
Associate Professor, Biology

**Harwood, Stephanie S.**
M.B.A., University of Central Florida
Assistant Professor, Respiratory Care

**Hawkins, Bradley J.**
M.B.A., Nova Southeastern University
Counselor/Associate Professor,
Student Services

**Heath, Laura**
Ph.D., Florida Atlantic University
Professor III, Mathematics

**Hedstrom, Shelly K.**
M.A., University of Ottawa
M.A., St. Michael's College
Professor I, English for Academic Purposes

**Herrington, Lawrence**
M.S.N., University of Texas
Professor I, Nursing

**Hitchcock, Susan K.**
M.S., University of Akron
Associate Professor, Mathematics

**Hoban, Jeannie**
M.S., Florida International University
Counselor/Associate Professor,
Student Services

**Hogan, Lisa A.**
M.A.L.S., Rosary College
Associate Professor, Library Learning Resource Center

**Hoggins-Blake, Robin**
Ph.D., North Central University
Professor I, BAS Management

**Holmes-DeGraw, Margaret**
M.S., Columbia University
Professor I, Nursing

**Holt, A. Roland**
M.S., Georgia Institute of Technology
Associate Professor, Industrial Engineering/Management

**Hoosac, Kirk J.**
Instructor, Heating, Ventilation, Air Conditioning & Refrigeration

**Horvath, Elizabeth I.**
Ph.D., Florida Atlantic University
Professor II, Computer Science

**Horwitz, James J.**
M.S., Northern Illinois University
Professor II, Biology

**Hyland, David A.**
M.F.A., Ohio State University
Associate Professor, Theatre and Film

**Jahn, George A.**
M.A., University of Miami
Associate Professor, Mathematics

**Johnson, Bradley**
M.F.A., University of Miami
Associate Professor, English

**Johnson, Charles W.**
Certificate of General Automotive Mechanics, N.E. Bergen Tech.
Instructor, Diesel Technology

**Joinson, Tracy**
M.S., Florida State University
Counselor/Associate Professor, Student Services

**Jones, Robert D.**
M.A., University of Connecticut
Professor I, Music

**Jordan, Lilian R.**
M.S., Florida Atlantic University
Professor II, Physics

**Judd, Cynthia**
M.S., University of Miami
Professor I, Chemistry

**Kass, Mitchell E.**
Ph.D., City University of New York
Professor III, Sociology

**Kent, Leslie**
M.S.N., Florida Atlantic University
Associate Professor, Nursing

**Kershner, Robert**
M.D., University of Vermont
Professor III, Biology

**Kevetos, Joyce**
M.A., Central Connecticut State University
Associate Professor, Student Success

**Kirby, Traci**
B.S.N., Auburn University at Montgomery
Instructor, Practical Nursing

**Klass, Traci**
Ph.D., University of Florida
Professor I, English

**Knysh, Nataliya**
M.S., Kharkiv State University
Associate Professor, Mathematics

**Konopacki, Steven**
Ph.D., University of Michigan
Professor III, English

**Kovac, Barbara**
M.A., State University of New York
Associate Professor, Nursing

**Krull, Robert H.**
M.L.S., Florida State University
Associate Professor, Library Learning Resource Center

**Ladika-Cipolla, Heidi**
M.P.S., Lynn University
Associate Professor, Hospitality

**Lambert, Andrew**
M.A., CUNY-Lehman College
Associate Professor, Mathematics

**Langston, Marie A.**
M.Ed., Florida Atlantic University
Associate Professor, Mathematics

**Larocca, Nicholas**
M.A., Minnesota State University
Associate Professor, English

**Latimer, Michael**
B.S., New Mexico State University
Assistant Professor, Radiography

**Lazzara, Valerie**
B.A., Florida Atlantic University
Assistant Professor, English

**Levin, Nancy**
J.D., Chicago-Kent School of Law
Associate Professor, Speech Communications

**Liang, Lee**
M.S., Michigan State University
Associate Professor, Biology

**Librun, Witny**
M.S., Florida International University
Associate Professor, Mathematics

**Long, Ronald A.**
M.A., Ball State University
Counselor/Associate Professor, Student Services

**Loreman, Diana**
M.S., Drexel University
Associate Professor, Library Learning Resource Center

**Luma, Andrew E.**
Ph.D., Texas Tech University
Professor III, Political Science

**MacLachlan, Shari L.**
Ph.D., Florida Atlantic University
Professor III, Geography

**MacMullen, Michael**
M.M., Arizona State University
Associate Professor, Music

**Madson, Richard R.**
M.S., Brigham Young University
Professor I, Health Education

**Manesh, Madjid (Mike)**
M.S., Nova Southeastern University
Associate Professor, Mathematics

**Mansour, Mohamed K.**
Ph.D., Nova Southeastern University
Director/Professor III,
Library Learning Resource Center

**Marshall, Deborah J.**
M.S.N., University of South Florida
Professor I, Nursing

**Marshall, Richard A.**
M.A., University of Kansas
Associate Professor, Student Success

**Martin, Sharon**
M.A., University of West Florida
Associate Professor, Speech Communications

**Martin, Tommy**
M.Ed., Nova Southeastern University
M.S., Nova Southeastern University
Associate Professor, Computer Science

**Martin, Victoria R.**
M.F.A., University of Miami
Associate Professor, Art

**Marx, Lourdes I.**
M.A., University of Florida
Associate Professor, English for Academic Purposes

**Mason-Egan, Pamela**
Ph.D., Hofstra University
Professor I, Student Success

**Maxwell, Judy**
B.S., Embry-Riddle Aeronautical University
Assistant Professor, Aviation

**McCauley, Judith A.**
M.A., New York University
Associate Professor, Dental Health Services

**McDermott, Rachel M.**
B.A., Florida Atlantic University
Assistant Professor, English

**McDonald, Nancy**
M.A., Western Kentucky University
Associate Professor, English

**McDonald, Patricia**
M.A., Florida Atlantic University
M.S., Florida State University
Associate Professor, English

**McGaughey, Marilee**
B.S., East Tennessee State University
Assistant Professor, Dental Hygiene

**McGavin, Daniel**
Ph.D., Michigan Technological University
Professor III, English

**McKenna, Robert E.**
B.S., Temple University
Instructor, Trade & Industry (Welding)

**McLaughlin, Idell W.**
M.A., Atlanta University
Associate Professor, English

**Mears, Lisa A.**
M.Ed., University of Central Florida
Associate Professor, Business

**Mendez-Hasselman, Wendy**
M.A., University of Colorado
Associate Professor, Foreign Language

**Middleton, Sallie**
Ph.D., Florida International University
Professor I, History

**Miles, Jessica**
M.S., Florida Atlantic University
Professor I, Environmental Science

**Miles, Michael T.**
Ed.D., Nova Southeastern University
Professor III, Psychology

**Millas, Joseph J.**
M.A., Louisiana State University
Professor II, Speech Communications

**Miquel, Louise C.**
Certificate of Medical Transcription, Palm Beach State College
Instructor, Medical Transcription

**Mkpong, Offiong E.**
Ph.D., Ohio State University
Professor III, Biology

**Montalvo, Gladys**
Ed.D., Nova Southeastern University
Professor III, Reading

**Montonen, Jane**
M.B.A., Florida Atlantic University
Associate Professor, Business

**Morrow, Reginald**
M.F.A., University of Iowa
Professor I, Art

**Mossadeghi, Sepandar (Frank)**
M.A., University of Tulsa
Associate Professor, Economics

**Munro, Sophia I.**
M.S.O.T., Boston University
Professor I, Reading

**Murcia, Jeanne A.**
M.S., Fairleigh Dickinson University
Associate Professor, Computer Science

**Murphy, John A. D.**
Ph.D., Florida Atlantic University
Professor III, Accounting

**Myers, Kenneth**
M.L.S., Florida State University
Counselor/Associate Professor,
Library Learning Resource Center

**Myslivecek, Paula**
M.S., Queen's University
Associate Professor, Health Education

**Naylor, Heather**
M.A., New York University
Professor I, Sociology

**Nguyen, Lam**
D.Mgt., Webster University
Professor I, Business

**Nixon, David H.**
M.A., Florida Atlantic University
Associate Professor, English

**O'Brien, Gerald**
M.S., Mississippi State University
Associate Professor, Physical Science

**Osavio, June E.**
M.S.N., University of Phoenix
Associate Professor, Nursing

**Osterman, Patricia**
M.A., Indiana University
Professor I, English

**Pachter, Marcie**
M.A., Indiana State University
Associate Professor, Speech
Communications

**Pacovsky, Raymond**
Ph.D., Michigan State University
Professor II, Biology

**Pain, Karen**
M.S., Florida Atlantic University
Assistant Professor, Mathematics

**Panai, Carmen M.**
B.S.N., University of Alberta
Instructor, Practical Nursing

**Pannozzo, Pamela**
J.D., University of South Carolina
Professor I, Biology

**Pasapane, Lois**
M.S., Nova Southeastern University
Associate Professor, Social Science

**Pate, Glenn**
M.S., University of Kentucky
Associate Professor, Accounting

**Patel, Dharmesh**
M.S., University of California
Associate Professor, Architecture

**Peck, Edwin T.**
M.A., New York University
Associate Professor, English

**Peifer-Neil, Nancy M.**
M.A., Walden University
Associate Professor, Nursing

**Pena-Lopez, Jessica**
M.S., Florida Atlantic University
Professor I, Mathematics

**Perruso, Stacey**
B.A., Oakland University
Instructor, Cosmetology

**Peters, Jeffrey C.**
M.A., Montclair State University
Counselor/Associate Professor,
Student Services

**Piccolino, Anthony**
Ed.D., Columbia University
Professor III, Mathematics

**Pleasant, Rebecca**
M.S.N, University of Virginia
Associate Professor, Nursing

**Policy, Carole**
Ph.D., Florida State University
Professor II, English

**Porro, Ana M.**
M.S.T., Florida Atlantic University
Professor I, Mathematics

**Proctor, Roberta**
M.A., Purdue University
Associate Professor, English

**Pryzby, Barbara J.**
M.S.N., Florida Atlantic University
Associate Professor, Nursing

**Rajcoomar, Bob**
M.D., University of Saskatchewan
M.P.H., University of Miami
Professor III, Health Education

**Randolph, Terrell H.**
M.S., Auburn University at Montgomery
Associate Professor, Political Science

**Ray, Charlie L.**
Ph.D., Florida State University
Professor III, Biology

**Ray, Magdala**
Ed.D., Florida Atlantic University
Professor I, Student Success

**Raza, Asif**
Ph.D., Loyola University
Professor III, Sociology

**Ribar, John E.**
M.A., Rutgers University
Associate Professor, English

**Richmond, Sandra S.**
Ed.D., Florida Atlantic University
Professor III, Education

**Rogers, Estaline**
M.L.S., University of South Florida
Counselor/Associate Professor, Library
Learning Resource Center

**Rogers, George**
Ph.D., University of Michigan
Professor III, Environmental Horticulture

**Roig-Watnik, Matilde**
Ed.D., Walden University
Professor III, Biology

**Rolison, Roger W., Jr.**
Ph.D., Florida State University
Professor III, Social Science

**Rosenthal, Ira**
M.S., University of South Carolina
Associate Professor, Mathematics

**Rudayeva, Yelena**
M.A., Odessa State University
Associate Professor, Biology

**Rueda-De-Leon, Rolando**
Ph. D., Nova Southeastern University
Professor III, Computer Science

**Ruffin, Derrick**
Ed.D., Nova Southeastern University
Professor II, Mathematics

**Russal, Barry K.**
Ph.D., Kent State University
Professor III, Speech Communications

**Salzinger, Samantha**
M.F.A, Yale University
Associate Professor, Art

**Scheffer, Barbara J.**
J.D., Nova Southeastern University
Professor III, Legal Assisting

**Scheurer, Vicki F.**
M.A., Florida Atlantic University
Associate Professor, English

**Schmidt, Waweise J.**
M.S., University of Delaware
Associate Professor, Biology

**Seenath, Lystra**
M.A., Florida Atlantic University
Associate Professor, Sociology

**Sellars, Trineshia**
M.S., Florida Agricultural & Mechanical
University
Associate Professor, Chemistry

**Seminerio, Michael**
M.F.A., Florida State University
Associate Professor, Motion Picture &
TV Technology

**Setterlund, Susan**
M.A., University of South Florida
Counselor/Associate Professor, Library
Learning Resource Center

**Sfiropoulos, Mike**
M.A., Florida Atlantic University
Professor I, English for Academic Purposes

**Sharlin, Judith**
Ph.D., Tufts University
Professor I, Nutrition

**Sharp, Barbara**
M.Ed., Florida Atlantic University
Associate Professor, Mathematics

**Shaver, Vicki**
Ed.D., Florida Atlantic University
Professor III, Radiography

**Shepardson, Richard G.**
Ph.D., Indiana University of Pennsylvania
Professor II, English for Academic Purposes

**Shreve, Richard**
Ph.D., Illinois Institute of Technology
Associate Professor, Chemistry

**Siassi, Tony**
M.S., Nova Southeastern University
Associate Professor, Mathematics

**Simmons, Vanger A.**
M.A., Hampton University
Associate Professor, Student Success

**Singer, Doreen L.**
B.A., Johnson and Wales University
Instructor, Surgical Technology

**Siniscalchi, Timothy**
M.S.T., Boston College
Associate Professor, Mathematics

**Sipes, Ann M.**
M.S.N., Florida Atlantic University
Associate Professor, Nursing

**Slesinger, Victor**
M.A., Pennsylvania State University
Associate Professor, Foreign Language

**Smalls, Raishell**
M.S., Florida State University
Professor I, Student Success

**Smith, Noel S.**
M.B.A., Florida State University
Professor I, Economics

**Smith, Sean P.**
M.L.S., Mercer University
Professor I, History

**Sooklall, Raywattie**
M.S., City University of New York
Associate Professor, Nursing

**Spencer, Stephen R**
A.A.S., Excelsior College
Instructor, Automotive Technology

**St. Pierre, Karin L.**
M.A., Florida Atlantic University
Professor II, English

**Steff, Julia A.**
B.S., Stephens College
Instructor, Medical Transcription

**Stephens, Sherry**
M.F.A., Pratt Institute
Associate Professor, Art

**Stonecipher, Melissa**
M.A., City University of New York
Associate Professor, English

**Streicher, Lee**
M.A., National University
Associate Professor, Criminal Justice

**Stuart-Tuggle, Gracelyn V.**
M.Tax., M.Acc., Florida Atlantic University
Professor I, Accounting

**Sullivan, Clark**
M.S., Nova Southeastern University
Associate Professor, Mathematics

**Sundquist, Jeffrey J.**
M.S., University of Wisconsin
Associate Professor, Physical Science

**Talebi, Massoud (Mike)**
M.S., Michigan State University
Associate Professor, Mathematics

**Thomasson, Gary D.**
M.S., University of Tennessee
Associate Professor, Mathematics

**Thorsen, Deborah**
M.S., University of Georgia
Professor I, Economics

**Tierney, Patrick**
M.A., Youngstown State University
Associate Professor, English

**Tomei, Gail B.**
M.A., Wayne State University
Counselor/Associate Professor, Student Services

**Toohey, Patricia**
M.S., State University of New York at New Paltz
Associate Professor, Mathematics

**Treanor, John**
A.S., Palm Beach Community College
Assistant Professor, EMS/Paramedic

**Trezise, Lynn**
M.A., University of Florida
Associate Professor, Architecture

**Trupin, Andrew S.**
Ph.D., University of Colorado
Professor III, Physics

**Tuisku, Connie**
M.L.S., University of Michigan
Associate Professor, Library Learning Resource Center

**Urbanek, Susan**
M.Ed., Florida Atlantic University
M.F.A., Vermont College of Norwich University
Professor I, Art

**Venereo, Jesus**
Doctor of Medicine,The Higher Institute of Medical Sciences of Havana
Instructor, Medical Office (Medical Assistant)

**Vitrano, Mary**
M.B.A., Adelphi University
Associate Professor, Computer Science

**Walecki, Wojciech**
Ph.D., Brown University
Professor I, Physical Science

**Webber, Allen L.**
M.M., Miami University
Professor II, Music

**Weiss, Kerry**
Instructor, Firefighter

**Weissman, Nancy**
M.Ed., Florida Atlantic University
Professor II, Respiratory Therapy

**Williams, Sandra K.**
M.S., Illinois State University
Professor II, Art

**Wilson, Rose**
M.A., Florida Atlantic University
Associate Professor, Mathematics

**Wolesensky, Bobette**
M.A., University of Nebraska-Lincoln
Associate Professor, Speech Communications

**Yale, Mindy**
Certificate of Massage Therapy, Boca Raton Institute
Instructor, Massage Therapy

## Palm Beach State College locations and centers throughout Palm Beach County

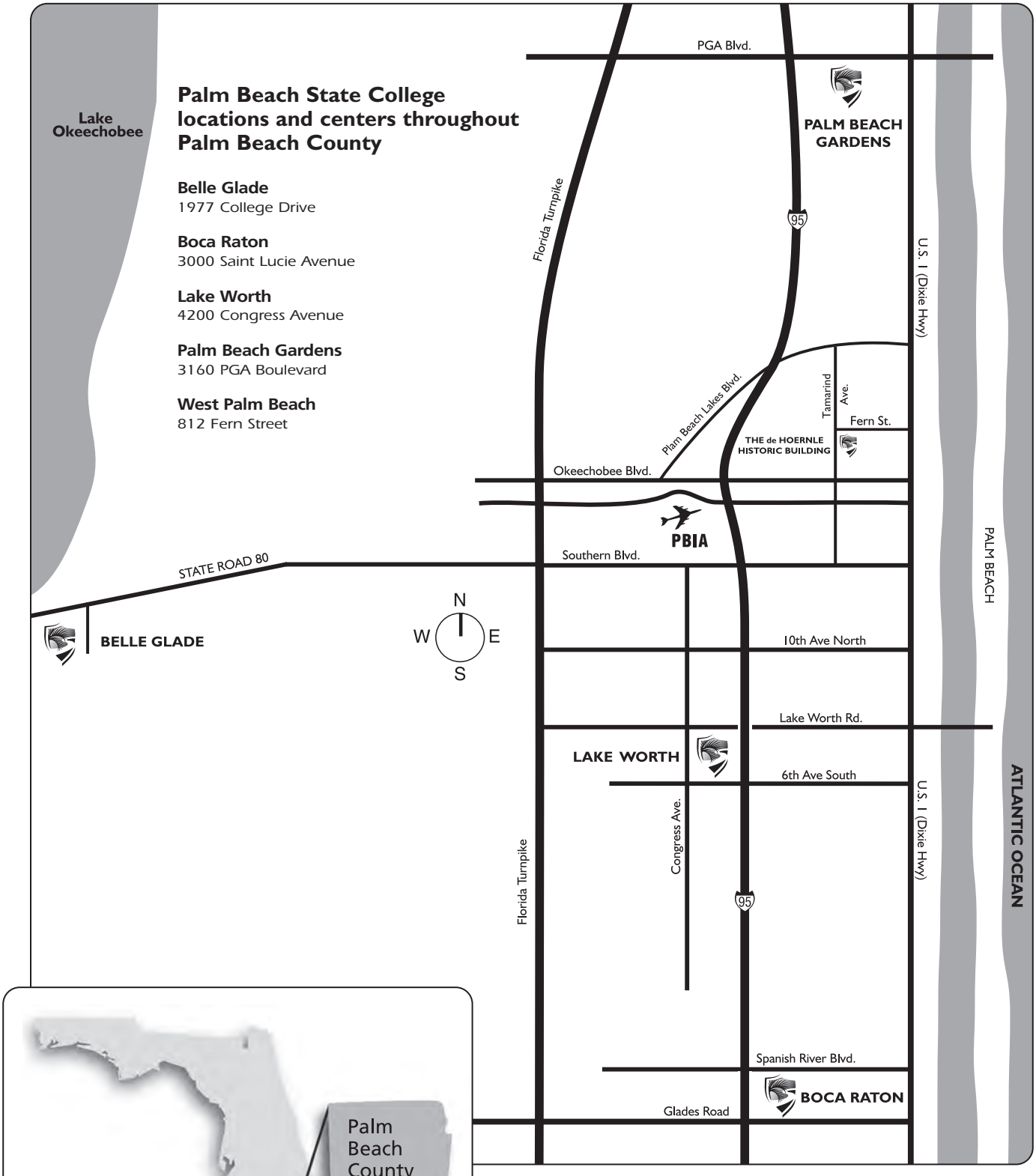
**Belle Glade**
1977 College Drive

**Boca Raton**
3000 Saint Lucie Avenue

**Lake Worth**
4200 Congress Avenue

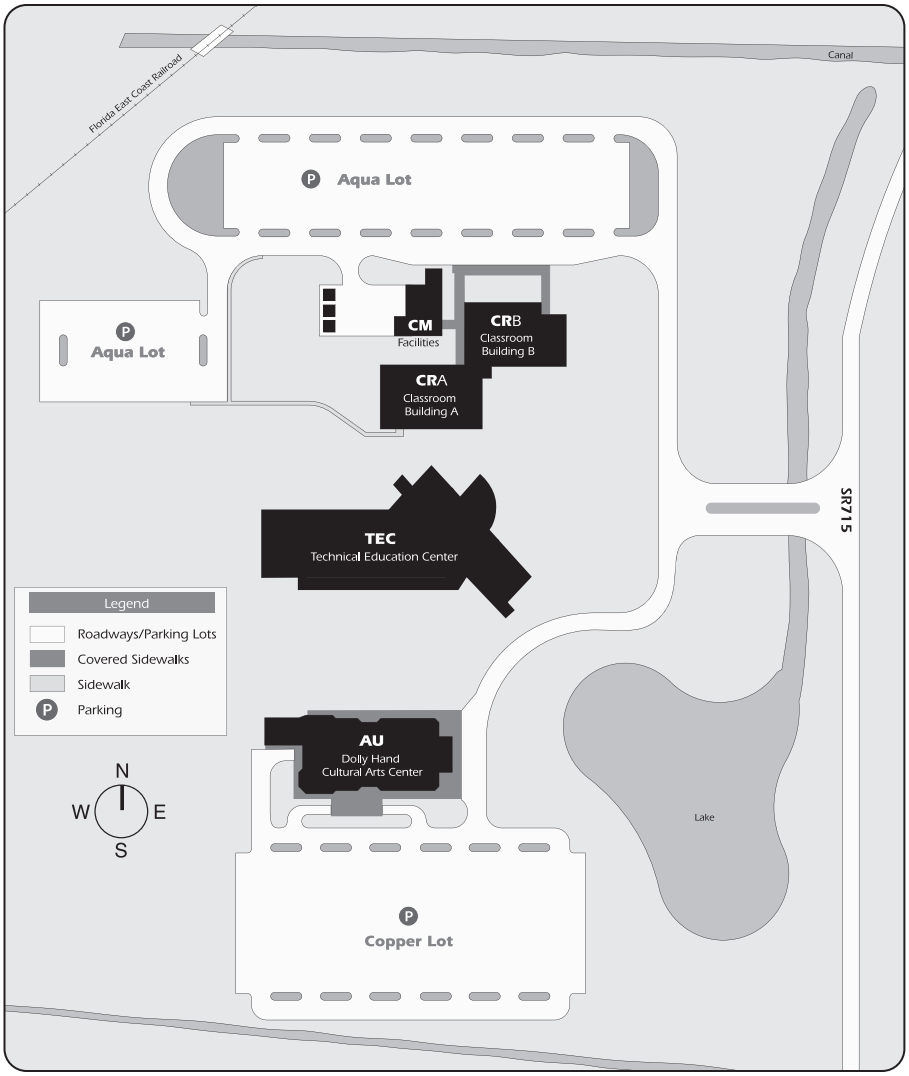
**Palm Beach Gardens**
3160 PGA Boulevard

**West Palm Beach**
812 Fern Street

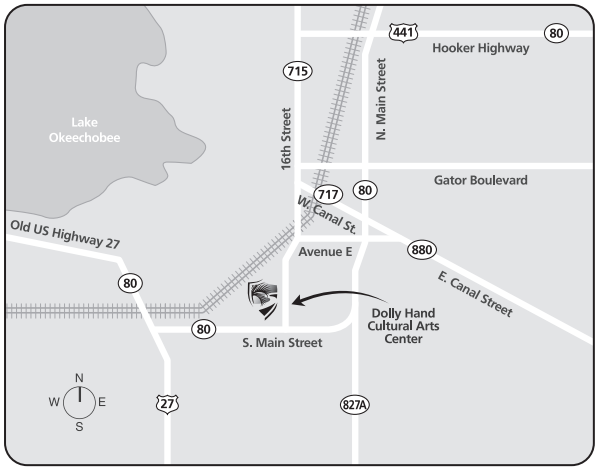


**College Information Center**
**561-967-7222**

1977 College Drive, Belle Glade, FL 33430-3611 561-996-7222




- **AU** - Dolly Hand Cultural Arts Center
- **CRA** - Registration & Classrooms
  - Administration
  - Testing Center
  - Computer Center
  - Financial Aid
  - Cashier
  - Prep Lab
  - Provost's Office
  - Security
- **CRB** - Classrooms
  - Library Learning Resource Center
  - Bookstore
  - Student Lounge / Café
- **CM** - Facilities
- **TEC** - Technical Education Center
  - Construction Trades
  - Cosmetology
  - Criminal Justice
  - Sugar Technology
  - Welding

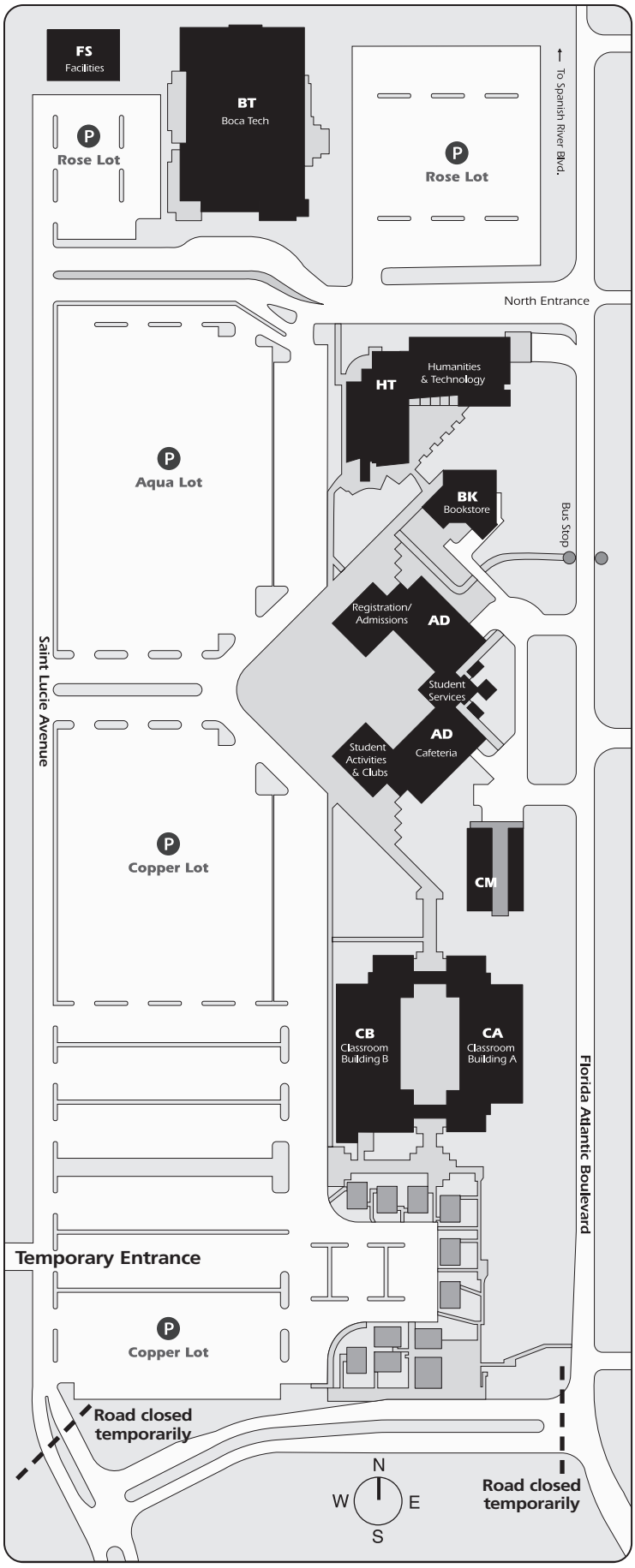



## DIRECTIONS

From I-95:
Proceed west on Southern Blvd. (SR 80) approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto SR 715 and continue through the business area. The College is on the right.

From the Florida Turnpike:
Exit at Southern Blvd. (SR 80). Proceed west on SR 80 approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto SR 715 and continue through the business area. The College is on the right.

3000 Saint Lucie Avenue, Boca Raton, FL 33431-6490 561-393-7222




**AD** - Administration

**1st Floor**
- Admissions/Registration
- Cafeteria
- Cashier
- Counseling
- Count deHoernle Student Center
- Dean of Student Services
- Financial Aid
- Student Organizations

**2nd Floor**
- Mechanical Room

**3rd Floor**
- Information Technology
- Personal & Veterans Counseling
- Instructional Technology Assistance

**4th Floor**
- Dean of Academic Affairs
- Corporate & Continuing Education
- Provost's Office

**BK** - Bookstore
- Instructional Support Center
- Security

**BT** - BocaTech
- Career Center
- Child Care Classrooms
- Computer Lab
- Massage Therapy
- Student Learning Center / Lab
- Testing Center
- Wellness Center

**CA** - Classroom Building A
- Classrooms

**CB** - Classroom Building B

**1st Floor**
- Ceramics Classroom
- Photography Lab
- Science Labs

**2nd Floor**
- Classrooms
- Faculty Workroom

**CM** - Central Mechanical

**FS** - Facilities South
- Facilities Offices / Central Receiving

**HT** - Humanities & Technology

Countess de Hoernle Humanities & Technology Bldg.
- Architecture and Art Studios
- English
- Lecture Hall
- Media Technology & Instructional Services (MTIS)
- Videoconference Studio

## DIRECTIONS

From I-95:
Proceed east on Glades Road to NW 13th St. (FAU Blvd) turn left (north) and enter the FAU Campus. Go approximately 1.5 miles past Henderson School. Turn left onto Lee Street. Follow detour signs to temporary entrance.

From Spanish River Boulevard: Go south on Florida Atlantic Boulevard. The north entrance to Palm Beach State College is on the right.

4200 Congress Avenue, Lake Worth, FL 33461-4796 561-967-7222

# PALM BEACH STATE COLLEGE AT LAKE WORTH

**4200 Congress Avenue, Lake Worth, FL 33461-4796** **561-967-7222**

**AD** - Administration/District Offices
G. Tony Tate Bldg.
1st Floor:
College Relations & Marketing
Human Resources
2st Floor:
Advancement & Communications
General Counsel
Office of the President
Vice Presidents' Offices

**AH** - Allied Health
Philip O. Lichtblau Bldg.

**AU** - Auditorium/Theatres
Watson B. Duncan III Theatre
Stage West

**BA** - Business Administration

**BK** - Bookstore

**CF** - Cafeteria
Dr. Kathryn W. Davis
Global Education Center

**CM** - Central Mechanical

**CN** - Concession Stand / Press Box

**CJA** - **E** Criminal Justice A - E

**CRA** - General Classrooms A
Foundation
Provost's Office

**CRB** - General Classrooms B

**CE** - Continuing Education
Paul W. Graham Bldg.
Early Childhood Education
College Information Center
Crossroads
Dean of Academic Affairs
Grants/Resource Development
Institute of Teacher Education
Multimedia Boardroom

**CS** - College Wide Services
College Registrar
Graduation Office
Outreach Services
Student Support Services

**CT** - Counseling & Testing
Student Services Center
Academic Advisement
Career Center
Disability Support Services
Testing Center

**DH** - Dental Health

**DW** - Central Receiving/Facilities

**ETA** - Education and Training Center
Dean of Business, Trade & Industry
Dean of Health Sciences
& Public Safety
Business Applications
Commercial HVAC
Computer Applications
Electrical
Emergency Medical Services (EMS)
Health (Corporate & Continuing Ed)
Machining Technology
Math Lab
Medical Assistant
Medical Coder/Biller
Medical Transcription
Plumbing
Practical Nursing
Professional Pilot
Sheet Metal
Surgical Technology
Vocational Preparatory
Instruction (VPI)

**ETB** - Education and Training Center
Automotive bays

**ETC** - Education and Training Center
Automotive Service Technology

**ETD** - Education and Training Center
Carpentry
Cosmetology
Diesel Mechanics
Emergency Medical Tech. (EMT)
Welding

**FAC** - Fire Academy Complex

**FC** - Facilities Central

**FD** - Facilities District
Claude A. Edwards Bldg.

**FN** - Finance
**$** - Cashier

**FT** - Wellness Center

**HU** - Humanities

**IT** - Information Technology

**LLRC** - Library
Harold C. Manor Bldg.
Library Learning Resource Center
Media Technology & Instructional
Services (MTIS)

**NS** - Natural Science
Science Classrooms
Science Labs

**OF** - Office Building
PantherCard

**PE/GYM** - Gymnasium
Elisabeth W. Erling Bldg.

**PG** - Student Services Center
Paul J. Glynn Bldg.
Admissions/Registration
Dean of Student Services
Financial Aid
International Admissions
Limited Access Admissions
New Student Enrollment
Web Registration

**PS** - Purchasing Dept/Print Shop

**PSA** - Public Safety Training Center

**SAC** - Student Activities Center
Student Organizations

**SCA** - Science A
Center for Early Learning
Fire Academy
TRIO Educational Opportunity Center
Talent Search
Upward Bound
Wattenbarger Conference Center

**SCC** - Classrooms

**SCE** - Security

**SB** - Softball Field Box / Restrooms

**SS** - Social Science
Britton G. Sayles Bldg

**TC** - Technology Center
Count and Countess de Hoernle Bldg.
Academic Services
CAD/Drafting Lab
Computer Lab
Dean of Curriculum, Planning
& Research
Emergency Management
EMS/Fire (Corporate & Continuing Ed)
Graphic Design Lab
Honors College
Institutional Research
& Effectiveness
Student Learning Center:
EAP/English/Reading Labs

**TE** - Technical Education
Dean of Baccalaureate Studies
Bachelor of Applied Science
(BAS Degree)

**TL** - Technical Laboratory

**VL** - Vocational Lab
Patient Care Assistant

## DIRECTIONS

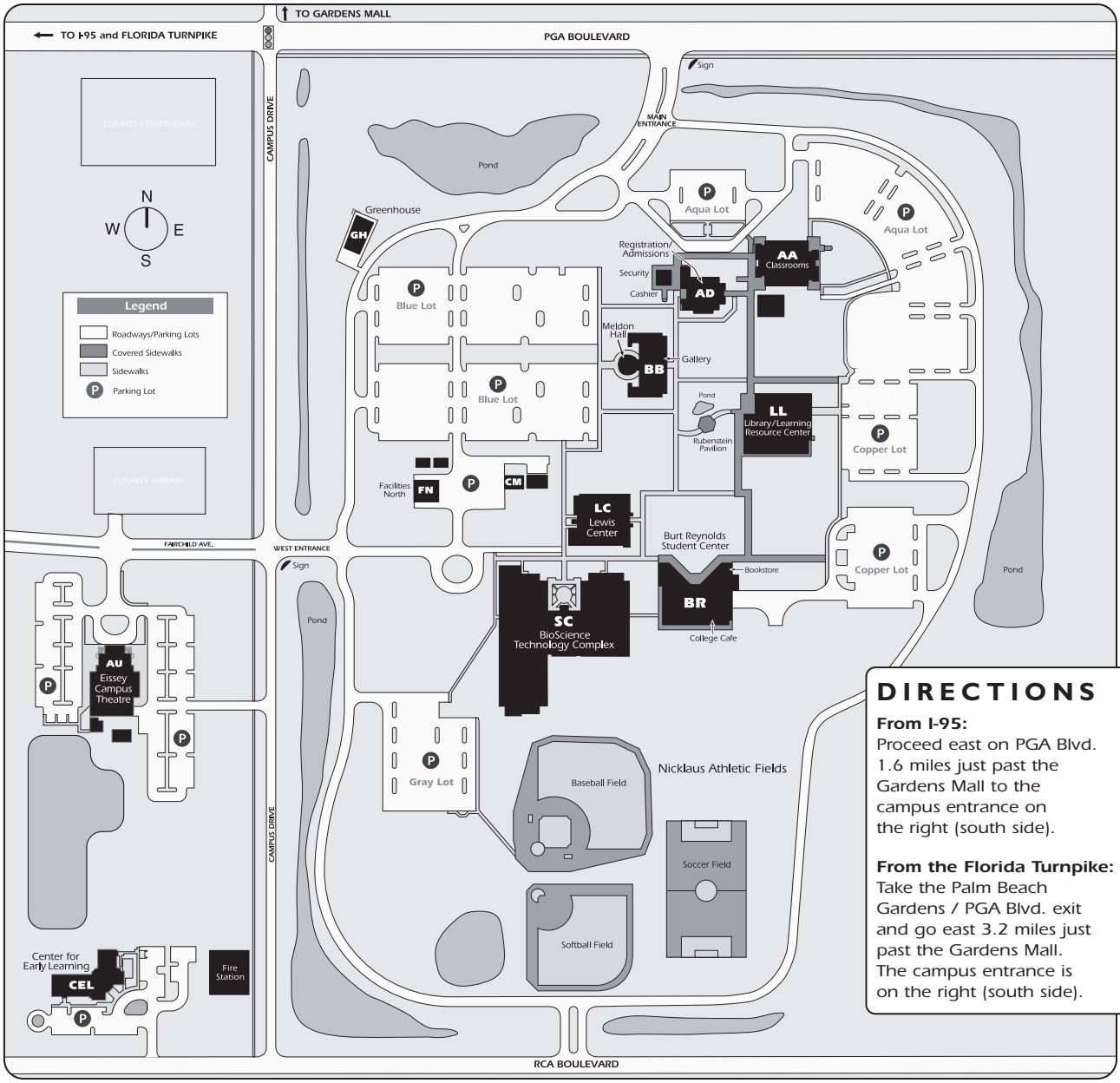
From I-95:
Proceed west on 6th Avenue South approximately 2 miles to the south entrance. Turn right (north) into the campus. Visitor parking is straight ahead.

From the Florida Turnpike:
Take the Lake Worth Road exit and go east approximately 5 miles to Congress Ave. Go through the light, and turn right (south) into the campus.

**Please note:**
Due to ongoing construction and renovation, building descriptions or locations may have changed.

# PALM BEACH STATE COLLEGE AT PALM BEACH GARDENS

**3160 PGA Blvd, Palm Beach Gardens, FL 33410-2893** **561-624-7222**




## DIRECTIONS

**From I-95:**
Proceed east on PGA Blvd. 1.6 miles just past the Gardens Mall to the campus entrance on the right (south side).

**From the Florida Turnpike:**
Take the Palm Beach Gardens / PGA Blvd. exit and go east 3.2 miles just past the Gardens Mall. The campus entrance is on the right (south side).

### AA - Classroom Building

Classrooms

### AD - Administration

**1st Floor:**
- Admissions / Registration
- Cashier
- Dean of Student Services
- Financial Aid
- Security
- Student Services

**2nd Floor:**
- Provost
- Academic Dean
- Corporate and Continuing Education (CCE)

### AU - Eissey Campus Theatre

### BB - Classroom Building

- Art Gallery
- Art Labs
- Associate Dean
- Meldon Lecture Hall
- SLC - Math Lab
- SLC - Student Learning Ctr. English/Reading Lab

### BR - Burt Reynolds Student Center

- Advisement
- Bookstore
- Cafeteria
- Career Center
- Disabilities Services
- Student Activities
- Test Center

### CEL - Center for Early Learning

### FN - Facilities North

Central Receiving

### LC - Phillip D. Lewis Center

- Computer Science
- EMT
- Radiography
- Respiratory Care
- Sonography

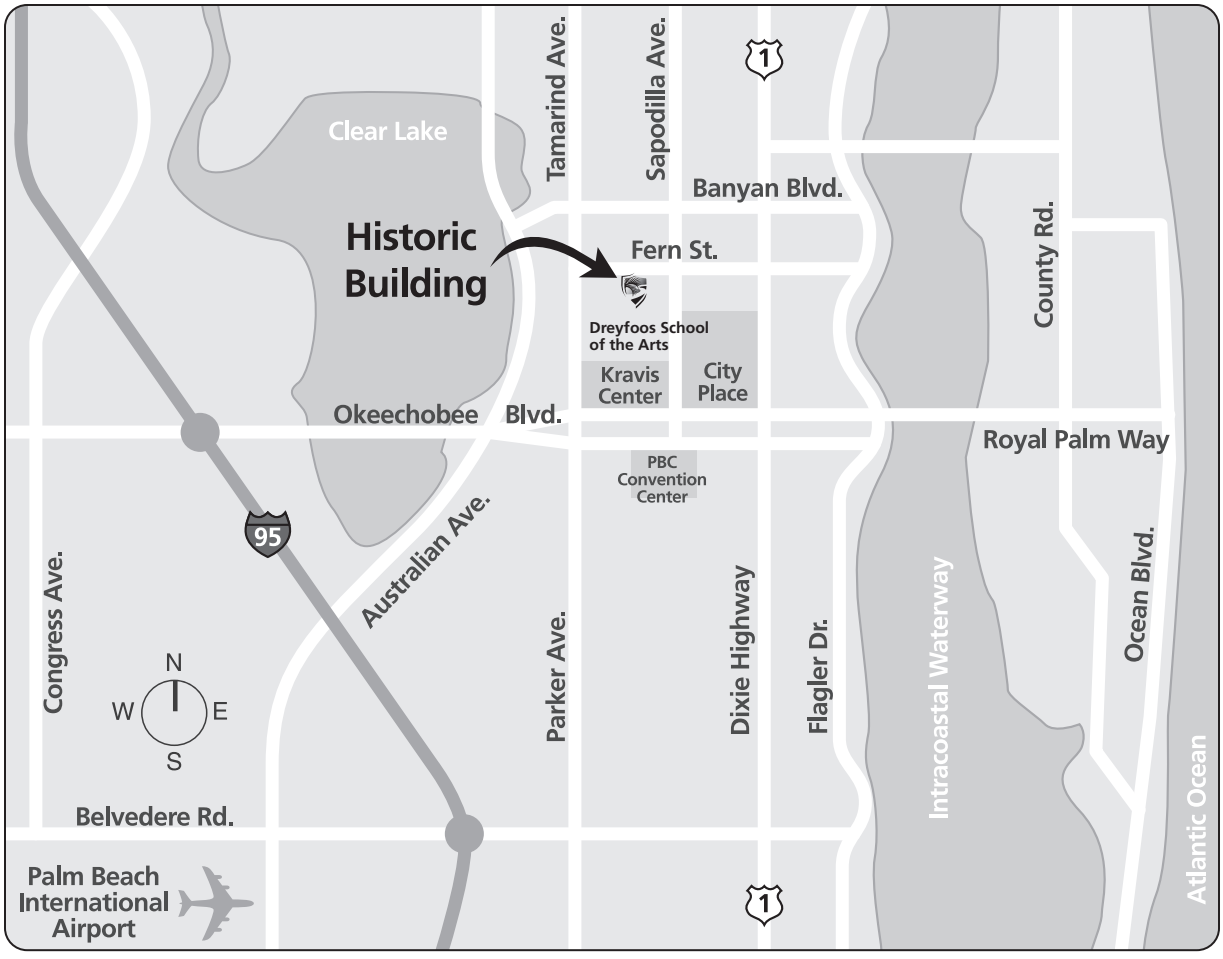
### LL - Library Learning Resource Center

- Instructional Support Center
- Law Library
- MTIS - Media Technology & Instructional Services
- PTLC - Professional Teaching & Learning Center

### SC - BioScience Technology Complex

- Associate Dean
- BioScience Multi-Media Lecture Hall
- Biotechnology
- Electrical Power Technology
- Environmental Science
- Landscape and Horticulture
- Science Labs
- Wellness Center

812 Fern Street, West Palm Beach, FL 33401 561-967-7222




*Named after Count Adolph and Countess Henrietta de Hoernle, the de Hoernle Historic Building has been renovated for use as an educational center.*

*Located in downtown West Palm Beach at the site of the old Twin Lakes High School, the 1927 building was the original home of Palm Beach Junior College.*

*The Mediterranean Revival-style building is listed on the National Register of Historic Places.*

**Count and Countess de Hoernle Historic Building**

Classrooms
Institute of Excellence in Early Care and Education

## DIRECTIONS

From I-95:
Proceed east on Okeechobee Blvd. until you reach Tamarind Ave. At the traffic light turn left (north) and proceed past the Kravis Center and the School of the Arts. Turn right on Fern Street. The Historic Building is on the right.

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| Academic Affairs | www.PalmBeachState.edu/AcademicAffairs.xml |
| Academic Calendar | www.PalmBeachState.edu/AcademicCalendar.xml |
| Admissions | www.PalmBeachState.edu/Admissions.xml |
| Advising | www.PalmBeachState.edu/Advising.xml |
| Athletics | www.PalmBeachState.edu/Athletics.xml |
| Blackboard | www.PalmBeachState.edu/Blackboard.xml |
| Bookstore | www.PalmBeachState.edu/Bookstore.xml |
| Campus Locations | www.PalmBeachState.edu/Locations.xml |
| Career Center | www.PalmBeachState.edu/Career.xml |
| Cashiers Office | www.PalmBeachState.edu/Cashiers.xml |
| Catalog | www.PalmBeachState.edu/Catalog.xml |
| Contact Us | www.PalmBeachState.edu/ContactUs.xml |
| Continuing Education | www.PalmBeachState.edu/CCE.xml |
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| Course Descriptions | www.PalmBeachState.edu/CourseDescriptions.xml |
| Creole Webpages | www.PalmBeachState.edu/WebCreole.xml |
| Disability Services | www.PalmBeachState.edu/Disabilities.xml |
| Distance Learning | www.PalmBeachState.edu/DL.xml |
| Dual Enrollment | www.PalmBeachState.edu/DualEnroll.xml |
| Email Information | www.PalmBeachState.edu/EmailHelp.xml |
| Emergency Alert Sign-up | www.PalmBeachState.edu/Alert.xml |
| Events Calendar | www.PalmBeachState.edu/CollegeEvents.xml |
| FACTS | www.facts.org |
| Financial Aid | www.PalmBeachState.edu/FinancialAid.xml |
| Graduation | www.PalmBeachState.edu/Graduation.xml |
| Global Education Center | www.PalmBeachState.edu/GlobalEducation.xml |
| Honors | www.PalmBeachState.edu/Honors.xml |
| Hours - Student Services | www.PalmBeachState.edu/StudentServices.xml |
| International Students | www.PalmBeachState.edu/International.xml |
| Library | www.PalmBeachState.edu/LLRC.xml |
| Links for Current/ Returning Students | www.PalmBeachState.edu/Current.xml |
| Links for Prospective Students | www.PalmBeachState.edu/ProspectiveStudent.xml |
| Outreach and Recruitment | www.PalmBeachState.edu/Outreach.xml |
| Panthercard | www.PalmBeachState.edu/Panthercard.xml |
| Pantherweb | www.PalmBeachState.edu/Pantherweb.xml |
| Parking | www.PalmBeachState.edu/TrafficandParking.xml |
| People Finder | www.PalmBeachState.edu/PeopleFinder.xml |
| Program Areas | www.PalmBeachState.edu/AreasofStudy.xml |
| Registration | www.PalmBeachState.edu/RegistrationTips.xml |
| Residency | www.PalmBeachState.edu/AdmissionsCriteria.xml |
| Safety | www.PalmBeachState.edu/Safety.xml |
| Scholarships | www.PalmBeachState.edu/FoundationScholarships.xml |
| Security | www.PalmBeachState.edu/CollegeSecurity.xml |
| Spanish Webpages | www.PalmBeachState.edu/WebSpanish.xml |
| Student Activities | www.PalmBeachState.edu/StudentActivities.xml |
| Student Learning Centers | www.PalmBeachState.edu/SLC.xml |
| Student Success | www.PalmBeachState.edu/StudentSuccess.xml |
| Student Updates | www.PalmBeachState.edu/StudentUpdates.xml |
| Testing Center | www.PalmBeachState.edu/Testing.xml |
| Transcripts, Records, Grades | www.PalmBeachState.edu/Transcripts.xml |
| Transfer Agreements | www.PalmBeachState.edu/Transfer.xml |
| Tuition and Fees | www.PalmBeachState.edu/TuitionFees.xml |
| Veteran Affairs | www.PalmBeachState.edu/Veterans.xml |
| Wireless Locations (PAW) | www.PalmBeachState.edu/PAW.xml |

College Information Center

561.967.7222

# PALM BEACH STATE COLLEGE

## 2010-2011 CATALOG

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1977 College Drive

**BOCA RATON**
3000 St. Lucie Avenue

**LAKE WORTH**
4200 Congress Avenue

**PALM BEACH GARDENS**
3160 PGA Boulevard

**www.PalmBeachState.edu**

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